



DATE: Wednesday, June 10, 2020

TIME: 9:00 a.m.

PUBLIC ACCESS: To join the meeting from your computer, tablet or smartphone, please use this link: <https://us02web.zoom.us/j/87160552110?pwd=VCtWS21wdEtWMTN5YUJ5cEhQSThpUT09>
Password: 966394

To dial in, please see the calendar item for this meeting:

<https://metroplanorlando.org/meetings/community-advisory-committee-virtual-meeting-05-13-20/>

*The MetroPlan Orlando offices are closed to the public in response to the COVID-19 pandemic. Members of the public may access this virtual meeting and participate via the Zoom link above, or by dialing in. The agenda packet is available at MetroPlanOrlando.org in the Calendar section. New to Zoom? You can get the app ahead of time and be ready for the meeting. Visit Zoom.com. **For technical support during the meeting, use the Raise Hand function (located in the Participants tab) to be contacted by a meeting moderator.***

MetroPlan Orlando offers tips for virtual meeting participation on our website. Tip sheets include:

- [How to get technically set up for the virtual meeting](#)
- [How meeting roles and public participation happen virtually](#)
- [Steps and options for making a public comment at a virtual meeting](#)

This information can be accessed at: MetroPlanOrlando.org/Virtualmeetings

Commissioner Bob Dallari, Board Chairman, Presiding

Thank you for silencing your cell phones during the meeting and keeping microphones muted unless you are recognized to speak.

- | | | |
|------|--|---------------------|
| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE (ON MUTE) | Chairman Dallari |
| II. | CHAIR'S ANNOUNCEMENTS | Chairman Dallari |
| III. | EXECUTIVE DIRECTOR'S ANNOUNCEMENTS | Mr. Gary Huttman |
| IV. | ROLL CALL AND CONFIRMATION OF QUORUM | Ms. Cathy Goldfarb |
| V. | AGENDA REVIEW | Mr. Gary Huttman |
| VI. | COMMITTEE REPORTS | |
| | Municipal Advisory Committee | Mayor Dale McDonald |
| | Community Advisory Committee | Ms. Sarah Elbadri |
| | Technical Advisory Committee | Mr. Nabil Muhaisen |
| | Transportation Systems Management & Operations Committee | Mr. Doug Jamison |

VII. PUBLIC COMMENTS ON ACTION ITEMS

Comments from the public will be heard pertaining to Action Items on the agenda for this virtual meeting. Public comments submitted in advance of the meeting, by email to Comment@MetroPlanOrlando.org or phone to 407-906-2347, will be read into the record by a meeting moderator. People wishing to speak during the virtual meeting should use the Raise Hand feature on the Zoom platform, and a meeting moderator will initiate a chat to establish the request to speak. Each speaker should state name and address for the record and is limited to two minutes. People wishing to speak on other items will be acknowledged in the same way, under Agenda Item XII.

VIII. CONSENT AGENDA (Tab 1)

- A. Approval of Minutes from May 13, 2020 Board meeting
- B. Approval of Financial Report for April 2020
- C. Approval for FY 2020 Year End Budget Amendment

IX. OTHER ACTION ITEMS

- A. Approval of the FDOT Amendment to FY 2019/20 – 2023/24 TIP (Tab 2)
Mr. Keith Caskey, MetroPlan Orlando Staff (Roll Call Vote)
- B. Approval of the SR 429 & SR 453 (Wekiva Parkway) Functional Classification (Tab 3)
Mr. Steve Shams, FDOT Staff

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item)

(Tab 4)

- A. Executive Director's Report
- B. FDOT Monthly Construction Status Report
- C. Letter of Support for OUC-VW Settlement funding for the Level 3 EV charging infrastructure
- D. Letter of Support FDOT SunRail *FY 2020 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program SunRail Phase 2 South Capacity Improvement Project*
- E. Letter of Support for the Seminole County BUILD Grant application for the SR 426/CR 419 Phase III Project.
- F. Letter of Support for the City of Orlando/Orange County BUILD Grant application for the Econlochatchee Multimodal Trail Project
- G. Letter with attachment to Congresswoman Demings
- H. Letter with attachment to Congresswoman Murphy
- I. Letter with attachment to Congressman Soto
- J. Memo to Board & Committee Members re: COVID-19 MetroPlan Orlando Operations
- K. FDOT Annual Certification Report
- L. FDOT Mobility Week 2020 Announcement

M. FY 2020/21 – FY 2024/25 TIP

In the interest of time, due to the number of presentations on the meeting agenda, Mr. Keith Caskey, MetroPlan Orlando staff, has pre-recorded the preview of the new FY 2020/21 – 2024/25 Transportation Improvement Program (TIP). This can be viewed by committee members prior to the meeting at the following link: <https://www.youtube.com/watch?v=TnQYnjkWEvs>. Mr. Caskey will respond to questions at the meeting.

The FDOT highway, TSMO, bicycle and pedestrian, transit and commuter rail sections of the TIP, and the FY 2024/25 – 2039/40 Prioritized Project List (PPL) that was adopted last year and has been updated to highlight the latest project phases that have been funded based on the new TIP, can be reviewed at the following link: <https://metroplanorlando.org/wp-content/uploads/TIP-2125-Preview.pdf> The TIP will be presented for approval at the June/July committee and Board meetings.

N. Featured Articles and Research

REOPENING IS FRAUGHT FOR COLLEGES, POSING AN EXISTENTIAL QUESTION FOR MANY
Can Colleges Reopen in the Fall? If Not, Some Won't Survive

https://www.governing.com/finance/can-colleges-reopen-in-fall-if-not-some-wont-survive.html?utm_term=Can%20Colleges%20Reopen%20in%20the%20Fall%20If%20Not%2C%20Some%20Won%27t%20Survive&utm_campaign=Reopening%20the%20Economy%20Under%20C

[OVID-19%3A%20States%20Plot%20a%20Way%20Back&utm_content=email&utm_source=Act-On+Software&utm_medium=email](https://www.ovid.io/ovid-19%3A%20States%20Plot%20a%20Way%20Back&utm_content=email&utm_source=Act-On+Software&utm_medium=email)

The Impacts of COVID-19 on Public Transit with Paul Shoutelas, APTA President and CEO
https://www.ite.org/professional-and-career-development/learning-hub/podcasts/?_zs=HeTdl&_zl=mPVj1

ITE Journal May 2020-Issue focus on safety
https://www.nxtbook.com/ygsreprints/ITE/ITE_May2020/index.php#/p/Cover1

XI. OTHER BUSINESS/PRESENTATIONS

- A. 2045 MTP- Needs Assessment Methodology/Scenario Planning**
Mr. Alex Trauger, MetroPlan Orlando Staff
- B. FY 2025/26 – FY 2039/40 PPL** (Tab 5)
Mr. Nick Lepp, MetroPlan Orlando Staff
- C. FDOT District 5 Traffic Incident Management Program**
Ms. Sheryl Bradley, FDOT

XII. PUBLIC COMMENTS (GENERAL)

XIII. NEXT MEETING: Wednesday, July 8, 2020

XIV. ADJOURNMENT

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made or include the testimony and evidence upon which the appeal is to be based.

TAB 1





MetroPlan Orlando Board

MEETING MINUTES

DATE: Wednesday, May 13, 2020
TIME: 9:00 a.m.
LOCATION: MetroPlan Orlando
Park Building
250 S. Orange Ave, Suite 200
Orlando, FL 32801

Commissioner Bob Dallari, Board Chairman, Presided

Members

Hon. Jose Alvarez, City of Kissimmee
Hon. Brandon Arrington, Central Florida Expressway Authority
Hon. Pat Bates, City of Altamonte Springs
Hon. Bob Dallari, Seminole County
Hon. Jerry L. Demings, Orange County
Hon. Buddy Dyer, City of Orlando
Mr. M. Carson Good, GOAA
Hon. Cheryl L. Grieb, Osceola County
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission
Hon. Dale McDonald, Municipal Advisory Committee
Hon. Christine Moore, Orange County
Hon. Bryan Nelson, City of Apopka
Hon. Tony Ortiz, City of Orlando
Hon. Victoria Siplin, Orange County
Mr. Stephen Smith, Sanford Airport Authority
Hon. Jeff Triplett, City of Sanford

Hon. Mayra Uribe, Orange County
Hon. Betsy VanderLey, Orange County
Hon. Jay Zembower, Seminole County

Advisors in Attendance:

Interim FDOT Secretary Jared Perdue, District 5
Mr. Thomas Kapp, Kissimmee Gateway Airport
Mr. Alex Laffey for Mr. Doug Jamison, Transportation Systems Management & Operations Committee
Mr. Nabil Muhaisen, Technical Advisory Committee
Ms. Sarah Elbadri, Community Advisory Committee

Members/Advisors not in Attendance:

Hon. Emily Bonilla, Orange County

Staff in Attendance:

Mr. Steve Bechtel, Mateer & Harbert
Mr. Gary Huttman
Mr. Jason Loschiavo
Mr. Keith Caskey
Mr. Nick Lepp
Mr. Eric Hill
Mr. Joe Davenport
Ms. Lisa Smith
Ms. Cathy Goldfarb
Ms. Mary Ann Horne
Ms. Sally Morris
Mr. Alex Trauger
Ms. Virginia Whittington
Mr. Mighk Wilson
Ms. Leilani Vaiaoga
Ms. Lara Bouck
Ms. Sarah Larsen
Ms. Jasmine Blais

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Commissioner Bob Dallari called the meeting to order at 9:04 a.m. and welcomed everyone. Mayor Pat Bates led the Pledge of Allegiance.

II. CHAIRMAN'S ANNOUNCEMENTS

Commissioner Dallari reviewed the virtual meeting procedures and board members viewed a brief video on procedures. Chairman Dallari asked County and City of Orlando representatives to provide Covid-19 updates for their respective jurisdictions.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS

Mr. Gary Huttman thanked staff for their hard work getting the virtual meeting format running. He reviewed the raise hand and chat features for zoom meetings. Mr. Huttman called attention to the communication team's recent FPRA Image award for their Corrine Drive outreach efforts. He recognized Mr. Alex Laffey in attendance representing Mr. Doug Jamison, TSMO representative. Mr. Huttman reported that Best Foot Forward conducted crosswalk enforcement on March 11 and 12th at 17 crosswalk locations, 189 warnings and citations were issued. Five agencies participated in the enforcement. He noted that the MPOAC Institute had been cancelled, Transplex had been changed to a series of webinars all on April 21. The NARC Annual Conference scheduled for June has been changed to a two-day series of webinars scheduled for June 8-9. Mr. Huttman called attention to an Osceola BUILD grant letter of support and newly installed electric charging stations in the parking garage. He informed board members of Governor DeSantis' 60-day extension of the executive order allowing for virtual public meetings.

IV. CONFIRMATION OF QUORUM

Ms. Cynthia Lambert conducted the roll call and confirmed a quorum of 19 voting members present.

V. AGENDA REVIEW

Mr. Huttman reported that there were two changes to the agenda. He requested approval to add agenda item, VIII,H., a letter of support for a SunRail Federal Railway Administration CRISI grant. In addition, he requested approval to remove agenda item, X. H., the BUILD grant letter of support for the City of Orlando. He noted that the City of Orlando was no longer going to submit that grant request, however the City of Orlando will be partnering on a new BUILD grant application. A letter of support for the new City of Orlando grant application will be provided. He reported that there were no additional changes to the agenda and they were ready to move forward.

MOTION: Commissioner Mayra Uribe moved approval of adding agenda item, VIII,H., a letter of support for a SunRail Federal Railway Administration CRISI grant. Mayor Dale McDonald seconded the motion, which passed unanimously.

MOTION: Commissioner Viviana Janer moved approval of removing agenda item, X.H., a letter of support for a City of Orlando BUILD grant. Mayor Jose Alvarez seconded the motion, which passed unanimously.

VI. COMMITTEE REPORTS

Mayor Dale McDonald reported that MAC met on May 7th and approved the minutes from the February 6th MAC meeting and recommended approval of an amendment to the FY 2019/20-2023/24 TIP. MAC members, he noted, received three presentations: 2045 MTP Status Update and Report on Scenario Planning, Bicycle Crash Typology and an update on the I-4 Ultimate project. The next MAC meeting is scheduled on June 4, 2020.

Ms. Sarah Elbadri reported that Community Advisory Committee members met on April 22nd which meant it was the first advisory committee to meet virtually in MetroPlan Orlando's history. CAC members recommended support for the Florida Department of Transportation's amendment to the Transportation Improvement Program, after much discussion and additional input from LYNX officials on whether buses included in the amendment were electric. The Community Advisory committee, she noted, wants to urge LYNX to move swiftly toward electric technology, and it wants to hear more soon from LYNX about its future energy and purchasing plans. Ms. Elbadri added that additional information on these topics was requested during the next cycle of meetings. CAC members also heard updates on the 2045 MTP, Bicycle Crash Typology, and the I-4 Ultimate Project. Committee members asked questions about the I-4 project, pertaining to cost overruns and accidents, controlling noise levels and air quality for residents of the Griffin Park neighborhood, near the SR 408 interchange. She reported that CAC members would appreciate more updates from FDOT about these issues. The next CAC meeting is scheduled on May 27th.

Mr. Nabil Muhaisen reported that Technical Advisory Committee members met on April 24th and recommended approval of the TIP amendment request. TAC members, he added, heard presentations on: the 2045 MTP Scenario Planning efforts, Bike Crash Typology and the I-4 Ultimate project.

Mr. Alex Laffey reported that the Transportation Systems Management and Operations Committee met on April 24th, 2020 and approved the February 28th, 2020, TSMO meeting minutes and the staff recommendation to amend the FY 2019/20 - 2023/24 TIP. In addition, TSMO members approved two items related to our traffic signal retiming program. These items, he noted, included the recommendation of a Signal Retiming Ad Hoc Committee to have MetroPlan Orlando staff continue the management of the Traffic Signal Retiming Program and the formation and approval of a Traffic Signal Retiming Task Force of Committee members to assist in the procurement and management of the new Traffic Signal Retiming Contract. Mr. Laffey reported committee members had two presentations. Ms. Simone Babb, Metric Engineering, gave a presentation on Connected/Automated Vehicle Training and Mr. Pete Costello President and Chairman of the Board of Intelligent Transportation Society of Florida (ITSFL) provided an overview of the organization, a perspective on the current state of technology in transportation and opportunities for TSMO Committee Members to participate in ITSFL.

VII. PUBLIC COMMENTS ON ACTION ITEMS

None.

VIII. CONSENT AGENDA

- A. Approval of Minutes from March 11, 2020 Board meeting**
- B. Approval of Financial Report for February & March 2020**
- C. Approval of Travel Report for February & March 2020**
- D. Approval of Annual Investment Report**

- E. Ratification of Resolution 20-05 Emergency Operations**
- F. Ratification of FY20 Budget Amendment #6 (De-obligate PL & SU funds to FY 21)**
- G. Approval of General Planning Consultant (GPC) Contract Awards**
- H. Approval of the Letter of Support for the SunRail CRISI grant**

MOTION: Commissioner Viviana Janer moved approval of Consent Agenda, Action Items A-H. Commissioner Betsy VanderLey seconded the motion, which passed unanimously.

IX. OTHER ACTION ITEMS

A. Approval of the FDOT Amendment to FY 2019/20 – 2023/24 TIP

Mr. Keith Caskey, MetroPlan Orlando staff, requested approval that the FY 2019/20 - 2023/24 TIP be amended to include a LYNX project, the Southwest Orlando Bicycle & Pedestrian Study, an access management project on SR 50, traffic signals at US 441 and Clarcona Ocoee Road, and an interchange modification at I-4 and CR 532. A letter from FDOT explaining the amendment request was provided, along with a fact sheet prepared by MetroPlan Orlando staff and the draft resolution. Mr. Caskey reviewed the projects included in the amendment request. He noted that an updated Board Action Fact Sheet and TIP letter with updated information from LYNX had been emailed out to board members prior to the meeting. LYNX clarified that the buses being purchased, as part of the TIP amendment, were electric buses. (Roll Call Vote conducted)

MOTION: Commissioner Betsy VanderLey moved approval of the amendment to the FY 2019/20 - 2023/24 TIP. Commissioner Victoria Siplin seconded the motion, which passed unanimously.

B. Approval of the FY 2020/21 – FY 2021/22 UPWP

Mr. Nick Lepp, MetroPlan Orlando Staff, requested approval of the FY 2020/21 – FY 2021/22 UPWP. The UPWP is a two year document that represents the MetroPlan Orlando working budget. It is one of the required documents that all MPOs must prepare and receive Board approval. Mr. Lepp gave a presentation reviewing the UPWP estimated revenue, estimated funding to LYNX, current sections and tasks, new sections and tasks and new comments and changes.

MOTION: Mayor Dale McDonald moved approval of the FY 2020/21 – FY 2021/22 UPWP. Commissioner Betsy VanderLey seconded the motion, which passed unanimously.

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT

- A. Executive Director's Report**
- B. FDOT Monthly Construction Status Report**
- C. Quarterly Variance Report**
- D. Report on the 2020 Legislative Session**
- E. I-4 Ultimate Press Release**
- F. Letter from MPOAC Legal Counsel regarding MPOAC virtual meetings**
- G. Letter of Support AASHTO Technology and Innovation**
- H. BUILD Grant Letter of Support – City of Orlando (removed)**
- I. BUILD Grant Letter of Support – Osceola County**
- J. 2045 MTP Outreach Event Reports**
- K. Featured Articles and Research**

Lessons from States that Embraced Telework Before the Coronavirus
<https://www.route fifty.com/management/2020/04/lessons-states-telework-coronavirus/164281/>

Young Adults, Burdened With Debt, Are Now Facing an Economic Crisis

<https://www.nytimes.com/2020/04/06/business/millennials-economic-crisis-virus.html>

State Smart Transportation Initiative

[Cars park improperly substantially more than scooters or bikes](#)

MOTION: Commissioner Betsy VanderLey moved approval of the Information items for acknowledgement. Commissioner Mayra Uribe seconded the motion, which passed unanimously

XI. OTHER BUSINESS/PRESENTATIONS

A. 2045 MTP Scenario Planning

Mr. Alex Trauger, MetroPlan Orlando Staff, gave an update on the 2045 Metropolitan Transportation Plan (MTP) with a focus on scenario planning. Mr. Trauger reviewed the planning process noting that initial steps have been completed. He explained why scenario planning is used and the steps in the process. Board members viewed some polling questions posed to other committee members regarding scenario planning. Mr.

Trauger covered the key drivers of change and the four assumptions of the scenario framework: current trends, global expansion, innovation and technology, and climate consequences. He provided information on the drivers of change and their impact on the four assumptions and the next steps in the process.

B. Bicycle Crash Typology

Mr. Mighk Wilson, MetroPlan Orlando staff, gave a presentation on bicycle crash typology. He provided background information on bicycle crash typology including what it is and why it is necessary. Mr. Wilson reviewed the types of crashes and their statistics. In addition, he previewed information he will be covering in an upcoming presentation.

C. I-4 Ultimate Update

Mr. John Tyler, FDOT, gave a presentation on the I-4 Ultimate project that is currently under construction. Mr. Tyler called attention to FDOT staff in attendance and provided an update on the status of the I-4 Ultimate project. He reviewed what has been completed and what improvements are coming in 2020. In addition, Mr. Tyler provided an updated schedule and project cost, along with the impact of Covid-19 on the project. He noted that construction was being accelerated due to stay at home guidelines and the resulting lower traffic volumes. Discussion ensued regarding workforce challenges, projected completion date, safety improvements, job retraining availability, public information notification, where to send labor complaints and the Lockhart area flyover. Commissioner Dallari thanked FDOT and expressed concern over the lack of fire suppression equipment for the managed lanes. Mr. Tyler was asked what the top challenges were for the I-4 Ultimate project. He responded the biggest challenge was maintaining mobility. Mr. Huttman commented that he will look into information on the Lockhart area flyover for Commissioner Moore.

XII. PUBLIC COMMENTS (GENERAL)

Ms. Joanne Counelis commented she wanted 24-hour bus service 7 days a week and on holidays.

XIII. NEXT MEETING: Wednesday, June 10, 2020

XIV. ADJOURN BOARD MEETING

Mayor Demings commented that Orange County has suspended their sales tax ballot initiative. He noted that he appreciated the efforts of Orange County staff and hopes to bring the initiative back for 2022.

There being no further business, the meeting adjourned at 11:02 a.m. The meeting was transcribed by Ms. Cathy Goldfarb.

Approved this 10th day of June 2020

Commissioner Bob Dallari, Chairman

Ms. Cathy Goldfarb,
Senior Board Services Coordinator/ Recording Secretary

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

**METROPLAN ORLANDO
AGENCYWIDE
BALANCE SHEET
For Period Ending 04/30/20**

ASSETS

Operating Cash in Bank	\$	2,374,405.88
Petty Cash	\$	125.00
SBA Investment Account	\$	1,118,128.03
FL CLASS Investment Account	\$	1,173,226.01
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	31,821.73
Accounts Receivable - Grants	\$	414,891.25
Fixed Assets-Equipment	\$	691,047.26
Accumulated Depreciation	\$	(461,986.27)

TOTAL ASSETS:	\$	5,361,658.89
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LIABILITIES

Accrued Personal Leave	\$	314,007.47
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TOTAL LIABILITIES:	\$	314,007.47
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	31,821.73
Deposits	\$	20,000.00
Unassigned:	\$	4,995,829.69

TOTAL EQUITY:	\$	5,047,651.42
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TOTAL LIABILITIES & EQUITY:	\$	5,361,658.89
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Net difference to be reconciled:	\$	-
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METROPLAN ORLANDO
AGENCYWIDE REVENUES & EXPENDITURES
For Period Ending 04/30/20

REVENUES	Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 321,469.85	3,046,175.01	\$ 5,772,772.00	2,726,596.99	52.77%
State Revenue	\$ (7,343.84)	107,233.74	\$ 285,945.00	178,711.26	37.50%
Local Revenue	\$ 13,871.00	1,207,576.00	\$ 1,207,829.00	253.00	99.98%
Interest Income	\$ 1,862.85	50,015.78	\$ 90,000.00	39,984.22	55.57%
Other	\$ 1,040.82	13,627.86	\$ 12,500.00	(1,127.86)	109.02%
Contributions	\$ 0.00	25,000.00	\$ 25,000.00	-	100.00%
Cash Carryforward	\$ 0.00	0.00	\$ 304,082.00	304,082.00	0.00%
Local Match - Transfers In	\$ 7,999.06	53,022.16	\$ 183,659.00	130,636.84	28.87%
TOTAL REVENUES:	\$ 338,899.74	\$ 4,502,650.55	\$ 7,881,787.00	\$ 3,379,136.45	57.13%
EXPENDITURES					
Salaries	\$ 134,732.19	1,230,407.08	\$ 1,754,556.00	524,148.92	70.13%
Fringe Benefits	\$ 43,531.98	397,544.54	\$ 569,936.00	172,391.46	69.75%
Local Match - Transfers Out	\$ 7,999.06	53,022.16	\$ 183,659.00	130,636.84	28.87%
Audit Fees	\$ 0.00	26,000.00	\$ 40,000.00	14,000.00	65.00%
Computer Operations	\$ 5,813.92	61,986.98	\$ 61,443.00	(543.98)	100.89%
Dues & Memberships	\$ 205.30	10,332.36	\$ 19,978.00	9,645.64	51.72%
Equipment & Furniture	\$ 2,646.86	13,061.81	\$ 14,200.00	1,138.19	91.98%
Graphic Printing/Binding	\$ 655.04	4,493.26	\$ 32,541.00	28,047.74	13.81%
Insurance	\$ 1,604.09	24,079.78	\$ 33,014.00	8,934.22	72.94%
Legal Fees	\$ 1,908.00	16,827.50	\$ 42,000.00	25,172.50	40.07%
Office Supplies	\$ 596.88	23,050.21	\$ 38,412.00	15,361.79	60.01%
Postage	\$ 36.40	2,489.46	\$ 3,690.00	1,200.54	67.47%
Books, Subscrips/Pubs	\$ 656.60	6,674.81	\$ 7,721.00	1,046.19	86.45%
Exec. Dir 457 Def. Comp.	\$ 1,153.84	11,153.82	\$ 18,000.00	6,846.18	61.97%
Rent	\$ 21,757.35	228,188.98	\$ 303,092.00	74,903.02	75.29%
Equipment Rent/Maint.	\$ 1,195.29	17,730.35	\$ 27,396.00	9,665.65	64.72%
Seminar & Conf. Regist.	\$ (75.00)	8,070.05	\$ 23,155.00	15,084.95	34.85%
Telephone	\$ 542.00	4,313.23	\$ 9,730.00	5,416.77	44.33%
Travel	\$ 124.10	26,294.95	\$ 58,600.00	32,305.05	44.87%
Small Tools/Office Mach.	\$ 65.01	1,014.87	\$ 1,200.00	185.13	84.57%
HSA/FSA Annual Contrib.	\$ 0.00	11,750.00	\$ 12,500.00	750.00	94.00%
Computer Software	\$ 0.00	390.99	\$ 7,500.00	7,109.01	5.21%
Contingency	\$ 0.00	0.00	\$ 6,235.00	6,235.00	0.00%
Contractual/Temp Svcs.	\$ 232.00	2,753.00	\$ 3,530.00	777.00	77.99%
Pass-Thru Expenses	\$ 0.00	110,258.36	\$ 1,219,729.00	1,109,470.64	9.04%
Consultants	\$ 199,941.14	1,710,832.02	\$ 3,249,485.00	1,538,652.98	52.65%
Repair & Maintenance	\$ 209.17	957.18	\$ 1,200.00	242.82	79.77%
Advertising/Public Notice	\$ 541.43	6,924.79	\$ 11,455.00	4,530.21	60.45%
Other Misc. Expense	\$ 4.20	6,685.68	\$ 14,690.00	8,004.32	45.51%
Contributions	\$ 0.00	100,000.00	\$ 100,950.00	950.00	99.06%
Educational Reimb.	\$ 0.00	0.00	\$ 1,690.00	1,690.00	0.00%
Comm. Rels. Sponsors	\$ 0.00	6,000.00	\$ 10,500.00	4,500.00	57.14%
Indirect Expense Carryfwd.	\$ 0.00	0.00	\$ 0.00	-	0.00%
TOTAL EXPENDITURES:	\$ 426,076.85	\$ 4,123,288.22	\$ 7,881,787.00	\$ 3,758,498.78	52.31%
AGENCY BALANCE:	\$ (87,177.11)	\$ 379,362.33			



Board Action Fact Sheet

Meeting Date: June 10, 2020

Agenda Item: VIII.C. (Tab 1)

Roll Call Vote: No

Action Requested: Approval for the Board Chair to approve FY'20 Budget Amendment #7 with Board ratification of the amendment at the September 9, 2020 meeting.

Reason: To prevent issues with year-end grant billing and budget

Summary/Key Information: The MetroPlan Orlando fiscal year ends on June 30 and closes by August 15 including year-end grant billings. To prevent issues with year-end grant billings including over-spent UPWP tasks, staff annually requests that the board allow the Chair to approve a budget amendment after the year end. This amendment will be brought back to the full board for ratification at the September 9, 2020 meeting.

MetroPlan Budget Impact: Individual line items and UPWP tasks will be amended for items that are over budget. The total agency wide budget and individual grant/project total budgets will not be affected.

Local Funding Impact: None

Committee Action:

CAC:	N/A
TSMO:	N/A
TAC:	N/A
MAC:	N/A

Staff Recommendation: Recommends approval

Supporting Information: None

TAB 2





Board Action Fact Sheet

Meeting Date: June 10, 2020

Agenda Item: IX.A (Tab 2)

Roll Call Vote: Yes

Action Requested:	FDOT requests approval of an amendment to the FY 2019/20 - 2023/24 Transportation Improvement Program.
Reason:	Two new railroad crossing safety projects and new funding for LYNX are being added.
Summary/Key Information:	<p>Items of particular significance for our Committees and the Board are as follows:</p> <ul style="list-style-type: none">• Adds \$51,563 in RHH funds in FY 2019/20 for construction of a railroad crossing safety project on Aerospace Parkway in Orange County• Adds \$214,568 in RHH funds in FY 2019/20 for construction of a railroad crossing safety project on Boggy Creek Road in Orlando• Provides \$2,342,149 in CARES Act (DUCA) funds to LYNX in FY 2019/20 to help prevent, prepare for and respond to the COVID-19 pandemic. Transit projects eligible for CARES Act funding include planning, operating and capital expenses (preventive maintenance, rolling stock, equipment, etc.)
MetroPlan Budget Impact:	None
Local Funding Impact:	None
Committee Action:	<p>CAC: Recommended for approval on May 27, 2020 TSMO: Recommended for approval on May 29, 2020 TAC: Recommended for approval on May 29, 2020 MAC: To be taken up on June 4, 2020</p>
Staff Recommendation:	Recommends approval
Supporting Information:	<p>These documents are provided at Tab 2:</p> <p>FDOT letter dated May 13, 2020</p> <p>Proposed Board Resolution No. 20-08</p>



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

May 13, 2020

Mr. Gary Huttman
Executive Director
MetroPlan Orlando
250 South Orange Ave., Suite 200
Orlando, FL 32801

Dear Mr. Huttman:

Subject: REQUEST FOR TRANSPORTATION IMPROVEMENT PROGRAM CHANGES

The Florida Department of Transportation (FDOT) requests the following changes to be made to MetroPlan Orlando Metropolitan Planning Organization's Adopted Fiscal Years 2019/2020 – 2023/2024 Transportation Improvement Program (TIP) in coordination with the corresponding changes to the Department's Adopted Work Program. Please make sure that you put the amendment date on your cover page of the amended TIP and the page of the TIP that the project is listed on.

ORANGE COUNTY

FM#447366-1 Aerospace Parkway Crossing #643846-B – Rail Safety Project - Sponsor:
FDOT

Current TIP Status:

Project phase is currently not in the TIP for Fiscal Years 2019/2020 – 2023/2024.

Current TIP:

Phase	Current Funding Type	Current Amount	Fiscal Year
Construction Railroad	None	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Proposed Funding Type	Proposed Amended Amount	Fiscal Year
Construction Railroad	RHH (Federal)	\$51,563.00	2020
	TOTAL	\$51,563.00	

Difference: \$51,563.00

Explanation: Construction railroad phase programmed into the Department's Work Program System for Fiscal Year 2020 due to the availability of funding. Highway rail grade crossing safety improvement program projects are programmed based on diagnostic field review team recommendations. Projects are selected for review and implementation based on signal safety index priority; comprehensive corridor

reviews; collision history; rail frequency/speed; Federal Railroad Administration, railroad or inspector noted safety issues; and low-cost safety improvement programs. Scope: Design, flagging, labor and parts, and upgrade signals

FM#447367-1 **Boggy Creek Road Crossing #621633E – Rail Safety Project - Sponsor: FDOT**

Current TIP Status:

Project phase is currently not in the TIP for Fiscal Years 2019/2020 – 2023/2024.

Current TIP:

Phase	Current Funding Type	Current Amount	Fiscal Year
Construction Railroad	None	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Proposed Funding Type	Proposed Amended Amount	Fiscal Year
Construction Railroad	RHH (Federal)	\$214,568.00	2020
	TOTAL	\$214,568.00	

Difference: \$214,568.00

Explanation: Construction railroad phase programmed into the Department's Work Program System for Fiscal Year 2020 due to the availability of funding. Highway rail grade crossing safety improvement program projects are programmed based on diagnostic field review team recommendations. Projects are selected for review and implementation based on signal safety index priority; comprehensive corridor reviews; collision history; rail frequency/speed; Federal Railroad Administration, railroad or inspector noted safety issues; and low-cost safety improvement programs. Scope: Design, flagging, labor, and upgrade signal, cabinet, installation of cable, adding power at crossing.

FM#447491-3 **CARES ACT 5311 Central Florida Reginal Transportation Authority DBA LYNX – Transit Project - Sponsor: LYNX**

Current TIP Status:

Project phase is currently not in the TIP for Fiscal Years 2019/2020 – 2023/2024.

Current TIP:

Phase	Current Funding Type	Current Amount	Fiscal Year
Operations Grant	None	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Proposed Funding Type	Proposed Amended Amount	Fiscal Year
Operations Grant	DUCA (Federal)	\$2,342,149.00	2020
	TOTAL	\$2,342,149.00	

Difference: \$2,342,149.00

Explanation: The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides funding to transit agencies to help to prevent, prepare for and respond to the COVID-19 pandemic.

Sincerely,



Anna Taylor
District Five, Government Liaison Administrator

cc: Kellie Smith, Planning Manager, FDOT
Rakinya Hinson, FDOT
Jo Santiago, Transit Liaison



Resolution No. 20-08

Subject:

Amendment to the FY 2019/20 - 2023/24 Transportation Improvement Program

WHEREAS, the Orlando Urbanized Area Metropolitan Planning Organization (MPO), d.b.a. MetroPlan Orlando, is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Orlando Urbanized Area, including the Transportation Improvement Program; and

WHEREAS, the Florida Department of Transportation (FDOT) is requesting to amend the FY 2019/20 - 2023/24 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

WHEREAS, the requested amendments are described as follows:

Orange County

- **FM #4473661 – Rail Crossing Safety Project on Aerospace Parkway in Orange County - Funding consists of \$51,563 in RHH funds for construction in FY 2019/20;**
- **FM #4473671 - Rail Crossing Safety Project on Boggy Creek Road in Orlando - Funding consists of \$214,568 in RHH funds for construction in FY 2019/20;**
-
- **FM #4474913 – CARES Act Funding for LYNX – Funding consists of \$2,342,149 in DUCA funds to deal with COVID-19 issues in FY 2019/20;**

WHEREAS, the requested amendments described above are consistent with MetroPlan Orlando's project priorities and currently adopted Long Range Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Florida Department of Transportation's amendments to the FY 2019/20 - 2023/24 Transportation Improvement Program be approved as requested.

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 10th day of June, 2020.

Certificate

The undersigned duly qualified as Chairman of the MetroPlan Orlando Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Honorable Bob Dallari, Chairman

Attest:

Cathy Goldfarb, Sr. Board Services Coordinator
and Recording Secretary

TAB 3





Board Action Fact Sheet

Meeting Date: June 10, 2020

Agenda Item: IX.A (Tab 2)

Roll Call Vote: No

Action Requested:

Functional Classification Request for Wekiva Parkway

Reason:

SR 429 (75330000) and SR 453 (75350000) are newly constructed tolled interstate highways and need to be functionally classified for the first time. The segments currently have a proposed classification of Urban Principal Arterial – Freeways and Expressways. This classification is supported by FDOT Central Office but requires the support of the MPO to become official. Completing the Functional Classification of these segments is a high priority of FDOT Central Office.

Summary/Key Information:

The segments of SR 429 and SR 453 completed construction and were opened for traffic on March 31, 2018. Work to add the segments to FDOT's Roadway Characteristic Inventory (RCI) and Linear Reference System (LRS) was completed in 2019. District Five was instructed to wait until the Decennial Functional Classification Update in 2020 to file the Functional Classification. FDOT Central Office has supported the proposed Functional Classification of Urban Principal Arterial – Freeways and Expressways due to the consistency of the segments as tolled interstate facilities. The official Functional Classification of these segments would satisfy our statutory responsibility to classify all significant roadways in our district.

MetroPlan Budget Impact:

No Impact

Local Funding Impact:

None.

Committee Action:

CAC: N/A
TSMO: N/A
TAC: N/A
MAC: N/A

Staff Recommendation:

Recommends Support of Functional Classification of Wekiva Parkway

Supporting Information:

FDOT will have presentation

TAB 4





June 10, 2020

To: Commissioner Bob Dallari, Board Chairman
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I attended the MetroPlan Orlando Community Advisory Committee Virtual Meeting on May 27
- I attended the MetroPlan Orlando TSMO Committee Virtual Meeting on April 29
- I attended the MetroPlan Orlando TAC Virtual Meeting on April 29
- I attended the MAC Virtual Meeting on June 4
- I had an agenda review with Commissioner Dallari on June 4
- I had an agenda review with Commissioner Uribe on June 3
- I had an agenda review with Mayor Demings on June 5
- I had an agenda review with Commissioner Janer on June 9
- I continue to participate in weekly calls of the NARC Executive Director's to discuss our new virtual working environment
- I continue to participate in weekly calls of the Statewide MPO Advisory Committee to discuss our new virtual working environment

Congratulations to FDOT Secretary Jared Perdue upon his appointment to the position on a permanent basis

I coordinated with Natalie Martinez from Congresswoman Murphy's office on transportation issues in Central Florida

I participated in the NARC Virtual Conference on June 8-9. This took the place of their annual meeting

I provided a letter of support for the Seminole County BUILD Grant application

I provided a letter of support for the City of Orlando/Orange County BUILD Grant application

I provided a letter of support for the OUC VW Settlement grant application for the Level 3 EV charging infrastructure



FDOT District Five - Orlando and Oviedo Operations
420 West Landstreet Road, Orlando, 32824
2400 Camp Road, Oviedo, 32765
Orlando: 321-319-8100 Oviedo: 407-278-2800

Outside Consultant
In-House Construction
Maintenance

Project Status Report as of May 17, 2020

ORANGE						
SR 423 (John Young Parkway) from SR 50 to Shader Road						
FIN #	239496-3-52-01					
CONTRACT #	T5538					
Conventional Pay Item						
PROJECT DESCRIPTION: Widen SR 423 (John Young Parkway) from four to six lanes from SR 50 to Shader Road.						
					TIME	COST
CONTRACTOR:	Southland Construction Inc.	LET DATE:	8/30/2017	ORIGINAL:	765	\$27,752,000.00
FED. AID #:	8785019U	NTP:	11/07/2017	CURRENT:	920	\$27,937,262.78
FUND TYPE	Construction	TIME BEGAN:	1/8/2017	ELAPSED:	839	\$27,937,262.78
		WORK BEGAN:	1/8/2017	% ORIGINAL:	109.67%	100.67%
		EST. COMPLETION:	Fall 2020	% TO DATE:	91.20%	100.00%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		John Bailey	C: 407-466-4387		john.bailey@kisingercampo.com	
FDOT PROJECT MANAGER		Carlton Daley	O: 321-319-8129 C: 407-832-1694		carlton.daley@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Jomo K. Forbes	O: 407-889-9844 C: 407-496-4274		JomoF@southlandconstruction.com	
ORANGE						
SR 482 (Sand Lake Road) from West of International Drive to East of Florida's Turnpike						
FIN #	407143-4-52-01, 407143-5-52-01, 407143-6-62-01					
CONTRACT #	T5552					
Conventional Pay Item						
PROJECT DESCRIPTION: Widen and reconstruct Sand Lake Boulevard from west of International Drive to east of Florida's Turnpike, including International Drive from Jamaican Court to North of Sand Lake Road						
					TIME	COST
CONTRACTOR:	Prince Contracting LLC	LET DATE:	6/08/2016	ORIGINAL:	1,050	\$75,824,482.00
FED. AID #:	MULT009R	NTP:	8/18/2016	CURRENT:	1,341	\$80,003,022.93
FUND TYPE	Construction	TIME BEGAN:	10/14/2016	ELAPSED:	1,285	\$72,030,458.21
		WORK BEGAN:	10/14/2016	% ORIGINAL:	122.38%	95.00%
		EST. COMPLETION:	Fall 2020	% TO DATE:	95.82%	90.03%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Robert Murphy	O: 407-875-8900 C: 813-918-6390		rmurphy@transystems.com	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Neil Parekh	O: 407-737-6741 C: 305-753-8621		nparekh@princecontracting.com	
ORANGE						
SR 414 (Maitland Blvd) from SR 400 (I-4) to CR 427 (Maitland Ave)						
FIN #	424217-1-52-01					
CONTRACT #	T5625					
Conventional Pay Item						
PROJECT DESCRIPTION: Widen of State Road (S.R.) 414 / Maitland Boulevard from east of Interstate 4 (I-4) (Hope Road) to east of County Road (C.R.) 427 (Maitland Avenue) from a suburban 4-lane facility to an urban 6-lane facility.						
					TIME	COST
CONTRACTOR:	Masci Construction	LET DATE:	10/31/2018	ORIGINAL:	480	\$7,136,709.34
FED. AID #:	D517056B	NTP:	1/07/2019	CURRENT:	549	\$7,530,254.00
FUND TYPE	Construction	TIME BEGAN:	2/6/2019	ELAPSED:	461	\$5,720,359.03
		WORK BEGAN:	2/6/2019	% ORIGINAL:	96.04%	80.15%
		EST. COMPLETION:	Late 2020	% TO DATE:	83.97%	75.97%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Peter Crespi	O: 407-278-2723 C: 407-325-9728		peter.crespi@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		David Jewett	O: 386-322-4500 C: 386-281-9042		david.jewett@mascicg.com	

Project Status Report as of May 17, 2020

ORANGE						
SR 435 (Kirkman Road) from North of SR 482 (Sand Lake Road) to South of SR 408 (excluding north of International Drive to Major Boulevard)						
FIN #	437341-1-52-01					
CONTRACT #	T5628					
Construction						
PROJECT DESCRIPTION: Milling and resurfacing Kirkman Road (State Road (S.R.) 435) from north of Sand Lake Road (S.R. 482) to south of S.R. 408						
					TIME	COST
CONTRACTOR:	Southland Construction Inc.	LET DATE:	5/22/2019	ORIGINAL:	650	\$16,216,216.21
FED. AID #:	D517084B	NTP:	7/16/2019	CURRENT:	689	\$16,216,216.21
FUND TYPE	Construction	TIME BEGAN:	8/15/2019	ELAPSED:	277	\$7,938,736.83
		WORK BEGAN:	8/15/2019	% ORIGINAL:	42.62%	48.96%
		EST. COMPLETION:	Spring 2021	% TO DATE:	40.20%	48.96%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Dan Barbato	C: 561-719-9885		dbarbato@consoreng.com	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Ed Devincenzo	C: 321-604-1767		Ed.Devincenzo@scifl.com	

ORANGE						
SR 551 (Goldenrod Road) from SR 426 (Aloma Avenue) to SR 50 (East Colonial Drive) and from SR 15 (Hoffner Avenue) to SR 552 (Curry Ford Road)						
FIN #	439235-1-52-01 & 437544-1-52-01					
CONTRACT #	T5669					
Construction						
PROJECT DESCRIPTION: The Florida Department of Transportation (FDOT) will resurface 2.5 miles of Goldenrod Road from East Colonial Drive to Aloma Avenue, and from SR 15 (Hoffner Avenue) to SR 552 (Curry Ford Road). The contractor will also install a new traffic signal at the intersection of North Palmetto Avenue, restripe the road to provide bike lanes, and upgrade pedestrian crossings, curb ramps and sidewalks. Safety modifications also include converting the current median configuration at Sun Key Boulevard and Waunatta Court to one that changes the ability of motorists to turn left onto Goldenrod Road.						
					TIME	COST
CONTRACTOR:	Middlesex Paving, LLC	LET DATE:	10/30/2019	ORIGINAL:	279	\$9,146,375.06
FED. AID #:		NTP:	1/08/2020	CURRENT:	283	\$9,146,375.06
FUND TYPE	Construction	TIME BEGAN:	2/27/2020	ELAPSED:	81	\$1,572,502.22
		WORK BEGAN:	2/27/2020	% ORIGINAL:	29.03%	17.19%
		EST. COMPLETION:	Late 2020	% TO DATE:	28.62%	17.19%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Cyril Fernandez	352-250-5946		cfernandez@consoreng.com	
FDOT PROJECT MANAGER		Jeff Oakes	407-278-2735		Jeff.Oakes@dot.state.fl.us	

ORANGE						
SR500 /US441 (South Orange Blossom Trail) from North of Holden Avenue to 36th Street						
FIN #	439679-1-52-01					
CONTRACT #	T5653					
Construction						
PROJECT DESCRIPTION: Enhancing pedestrian safety along South Orange Blossom Trail from north of Holden Avenue to 36th Avenue in Orlando by installing six pedestrian hybrid						
					TIME	COST
CONTRACTOR:	PowerCore, Inc.	LET DATE:	3/27/2019	ORIGINAL:	140	\$782,050.00
FED. AID #:	D518038B	NTP:	5/28/2019	CURRENT:	169	\$782,050.00
FUND TYPE	Construction	TIME BEGAN:	9/25/2019	ELAPSED:	195	\$669,394.86
		WORK BEGAN:	9/30/2019	% ORIGINAL:	139.29%	85.59%
		EST. COMPLETION:	Summer 2020	% TO DATE:	115.38%	85.59%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Bill Ross	C: 217-766-1278		brross@powercore.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Jennifer Lima	407-755-1023		jlima@consoreng.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

ORANGE						
SR 50 (West Colonial Drive) from Tampa Ave/Country Lane to SR 500/US 441 (North Orange Blossom Trail)						
FIN #	439236-1-52-01					
CONTRACT #	E5Z85					
Construction						
PROJECT DESCRIPTION: Resurfacing State Road (S.R.) 50 (West Colonial Drive) from Tampa Avenue/Country Lane to S.R. 500/U.S. 441 (Orange Blossom Trail).						
					TIME	COST
CONTRACTOR:	D.A.B Constructors, Inc.	LET DATE:	8/06/2019	ORIGINAL:	130	\$1,444,444.44
FED. AID #:		NTP:	10/09/2019	CURRENT:	148	\$1,444,444.44
FUND TYPE	Construction	TIME BEGAN:	11/8/2019	ELAPSED:	188	\$461,784.79
		WORK BEGAN:	1/6/2020	% ORIGINAL:	144.62%	31.97%
		EST. COMPLETION:	Summer 2020	% TO DATE:	127.03%	31.97%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Will Gelner	C: 352-363-9196		WillG@dabcon.com	

ORANGE						
Orange County Gap Segment 1 from Clarcona - Ocoee Road to West Orange Trail						
FIN #	436435-1					
CONTRACT #	T5618					
Construction						
PROJECT DESCRIPTION: The purpose of this project is to construct the portion of the Coast-to-Coast Trail from Clarcona-Ocoee Road to the West Orange Trail.						
					TIME	COST
CONTRACTOR:	D.A.B Constructors, Inc.	LET DATE:	1/29/2020	ORIGINAL:	60	\$250,000.00
FED. AID #:		NTP:	3/30/2020	CURRENT:	60	\$250,000.00
FUND TYPE	Construction	TIME BEGAN:	4/20/2020	ELAPSED:	28	\$98,959.90
		WORK BEGAN:	4/20/2020	% ORIGINAL:	46.67%	39.58%
		EST. COMPLETION:	Spring 2020	% TO DATE:	46.67%	39.58%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Cyril Fernandez	352-250-5946		cfernandez@consoreng.com	
FDOT PROJECT MANAGER		Jeff Oakes	407-278-2735		Jeff.Oakes@dot.state.fl.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Jennifer Lima	407-755-1023		jlima@consoreng.com	

OSCEOLA						
SR 600/US 17-92 from West of Poinciana Boulevard to CR 535						
FIN #	239714-1-52-01					
CONTRACT #	E5Z33					
Conventional Pay Item						
PROJECT DESCRIPTION: Widening U.S. 17-92 from two to four lanes.						
					TIME	COST
CONTRACTOR:	Southland Construction, Inc.	LET DATE:	10/02/2018	ORIGINAL:	1,000	\$23,467,500.98
FED. AID #:	N/A	NTP:	12/07/2018	CURRENT:	1,052	\$23,672,889.01
FUND TYPE	Construction	TIME BEGAN:	2/5/2019	ELAPSED:	468	\$8,188,946.90
		WORK BEGAN:	2/5/2019	% ORIGINAL:	46.80%	34.89%
		EST. COMPLETION:	Spring 2022	% TO DATE:	44.49%	34.59%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		George Sawaya	C: 407-509-6396		georgesawaya@hillintl.com	
FDOT PROJECT MANAGER		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		Ryan.Flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		George Jaoude	C: 321-230-2559		GeorgeJ@southlandconstruction.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

OSCEOLA						
SR 500/US 192 from West of Arthur J Gallagher Boulevard to East of Harmony Square Drive						
FIN #	439122-1-52-01					
CONTRACT #	E5Z91					
Construction						
PROJECT DESCRIPTION: Resurfacing State Road 500/U.S. 192/U.S. 441 from west of Arthur J Gallagher Boulevard to east of Harmony Square Drive.						
					TIME	COST
CONTRACTOR:	Preferred Materials, Inc.	LET DATE:	10/01/2019	ORIGINAL:	115	\$1,447,000.00
FED. AID #:	N/A	NTP:	12/03/2019	CURRENT:	121	\$1,447,000.00
FUND TYPE	Construction	TIME BEGAN:	1/20/2020	ELAPSED:	102	\$1,359,531.24
		WORK BEGAN:	1/20/2020	% ORIGINAL:	88.70%	93.96%
		EST. COMPLETION:	Spring 2020	% TO DATE:	84.30%	93.96%
Final Accepted 5/20/2020						
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Scott Kirts	O: 321-319-8107		scott.kirts@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Logan Miller	C: 407-494-7009		logan.miller@preferredmaterials.com	

OSCEOLA						
US 441 from North of Tyson Creek Bridge to US 192						
FIN #	437543-1-52-01					
CONTRACT #	E50A4					
Conventional Pay Item						
RPROJECT DESCRIPTION: Resurfacing U.S. 441 (State Road (S.R.) 15) from north of the Tyson Creek Bridge to U.S. 192 (S.R. 500).						
					TIME	COST
CONTRACTOR:	Preferred Materials, Inc.	LET DATE:	1/07/2020	ORIGINAL:	180	\$7,148,284.49
FED. AID #:	N/A	NTP:	3/09/2020	CURRENT:	180	\$7,148,284.49
FUND TYPE	Construction	TIME BEGAN:	5/7/2020	ELAPSED:	11	\$107,957.90
		WORK BEGAN:	5/7/2020	% ORIGINAL:	6.11%	1.51%
		EST. COMPLETION:	Fall 2020	% TO DATE:	6.11%	1.51%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Terry Phillips	C: 386-785-7647		TPhillips@aeengineeringinc.com	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Logan Miller	C: 407-494-7009		logan.miller@preferredmaterials.com	

SEMINOLE						
Widening US 17/92 from Shepard Road to Lake Mary Boulevard						
FIN #	240196-1-52-01					
CONTRACT #	T5557					
Conventional Pay Item						
PROJECT DESCRIPTION: Reconstruct US 17/92 from Shepard Road to Lake Mary Boulevard from a rural four-lane roadway to an urban six-lane roadway. This contract includes construction of a new bridge to replace the existing box culvert at Soldiers Creek.						
					TIME	COST
CONTRACTOR:	Bergeron Land Development	LET DATE:	12/09/2015	ORIGINAL:	990	\$53,326,000.00
FED. AID #:	N/A	NTP:	2/09/2016	CURRENT:	1,415	\$55,535,008.40
FUND TYPE	Construction	TIME BEGAN:	5/31/2016	ELAPSED:	1,413	\$50,182,458.58
		WORK BEGAN:	5/31/2016	% ORIGINAL:	142.73%	94.11%
		EST. COMPLETION:	Summer 2020	% TO DATE:	99.86%	90.36%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Chris Davis	O: 321-972-8616 C: 407-466-4151		cdavis@metriceng.com	
FDOT PROJECT MANAGER		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Lauren Cowan	C: 954-594-0396		lcowan@bergeroninc.com	



Outside Consultant
In-House Construction
Maintenance

Project Status Report as of May 17, 2020

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from west of Old McDonald Road to east of Wekiva Park Road (Wekiva Parkway Section 6)						
FIN #	238275-7-52-01					
CONTRACT #	E5Y47					
Design Build						
PROJECT DESCRIPTION: Design 5.5 miles of limited access toll road largely along the existing State Road 46 corridor from west of Old MacDonald Road to east of Wekiva Park Road. The project will include designing: an additional non-tolled, service road for local travel; a new, higher-profile bridge that is aesthetically pleasing over the Wekiva River; and, three wildlife bridges to allow animals to pass safely between the Seminole State Forest, Rock Springs Run State Reserve and Lower Wekiva River Preserve.						
					TIME	COST
CONTRACTOR:	Superior Construction Co. Southeast	LET DATE:	3/22/2017	ORIGINAL:	1,270	\$234,544,468.00
FED. AID #:	3141036P	NTP:	6/27/2017	CURRENT:	1,425	\$232,753,924.23
FUND TYPE	Design Build	TIME BEGAN:	10/18/2017	ELAPSED:	1,056	\$178,088,819.27
		WORK BEGAN:	10/18/2017	% ORIGINAL:	83.15%	75.93%
		EST. COMPLETION:	Late Fall 2021	% TO DATE:	74.11%	76.51%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		Araldo Larrazabal	C: 786-205-2699		araldo.larrazabal@rsandh.com	
FDOT PROJECT MANAGER:		Rick Vallier	O: 386-943-5283 C: 386-846-4149		rick.vallier@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Jeremy Andrews	C: 904-509-0868		jandrews@superiorfla.com	

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from Wekiva Park Road to Orange Boulevard (Wekiva Parkway Section 7A)						
FIN #	240200-2					
CONTRACT #	T5626					
Design Build						
PROJECT DESCRIPTION: This project includes 3.53 miles of limited access toll road largely along the existing State Road 46 corridor from a half mile east of Wekiva Park Road to						
					TIME	COST
CONTRACTOR:	Liberty Mutual Insurance	LET DATE:	12/06/2017	ORIGINAL:	1,454	\$108,299,973.17
FED. AID #:	3141042P	NTP:	3/02/2017	CURRENT:	1,571	\$108,474,037.05
FUND TYPE	Design Build	TIME BEGAN:	4/2/2018	ELAPSED:	743	\$58,597,039.89
		WORK BEGAN:	4/2/2018	% ORIGINAL:	51.10%	54.11%
		EST. COMPLETION:	Fall 2022	% TO DATE:	47.29%	54.02%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		David Bowden	O: 386-333-9537 C: 407-873-1905		dbowden@go-IEI.com	
FDOT PROJECT MANAGER:		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Allan Fadullon	C: 954-594-5848		afadullon@semaconstruction.com	

SEMINOLE COUNTY						
SR 429/46 from Orange Boulevard to Rinehart Road (Wekiva Parkway Section 8)						
FIN #	240200-4					
CONTRACT #	E5Z18					
Design Build						
PROJECT DESCRIPTION: Construct 2.63 miles of limited access toll road from Orange Boulevard to east of Rinehart Road. The project will include the new Wekiva Parkway interchange						
					TIME	COST
CONTRACTOR:	Lane Construction Corporation	LET DATE:	8/22/2018	ORIGINAL:	1,400	\$253,332,000.00
FED. AID #:	D517015B	NTP:	10/26/2018	CURRENT:	1,610	\$254,755,311.12
FUND TYPE	Design Build	TIME BEGAN:	10/26/2018	ELAPSED:	571	\$84,757,872.92
		WORK BEGAN:	10/26/2018	% ORIGINAL:	40.79%	33.46%
		EST. COMPLETION:	Spring 2023	% TO DATE:	35.47%	33.27%
CONTACT			PHONE		EMAIL	
CEI SENIOR PROJECT ENGINEER		Bill Wages	O: 407-644-1898 C: 407-948-8281		bwages@metriceng.com	
FDOT PROJECT MANAGER:		Kevin Hayden	O: 386-943-5284		kevin.hayden@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Kurt Matthiasmeier	C: 407-908-3229		kwmthiasmeier@laneconstruct.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

SEMINOLE						
Connected Vehicle Pilot on SR 434						
FIN #	440413-1-52-01					
CONTRACT #	E5Z41					
Conventional Pay Item						
PROJECT DESCRIPTION: Installation of roadside units that included Dedicated Short Range Communication radios at six signalized intersections along S.R. 434.						
					TIME	COST
CONTRACTOR:	Sice Inc.	LET DATE:	4/02/2019	ORIGINAL:	220	\$143,385.30
FED. AID #:	N/A	NTP:	6/03/2019	CURRENT:	237	\$143,385.30
FUND TYPE	Construction	TIME BEGAN:	10/11/2019	ELAPSED:	157	\$103,010.70
		WORK BEGAN:	Fall 2019	% ORIGINAL:	71.36%	71.84%
		EST. COMPLETION:	Summer 2020	% TO DATE:	66.24%	71.84%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Patrick White	O: 407-278-2731		patrick.white@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Pablo Lorient	C: 305-772-8082		plorient@sice.com	

SEMINOLE						
PedSafe Greenway Deployment						
FIN #	440821-1-52-01					
CONTRACT #	T5639					
Conventional Pay Item						
PROJECT DESCRIPTION: The improvements under this contract consist of an innovative pedestrian and bicycle collision avoidance system that utilizes connected vehicle (CV) technologies to reduce the occurrence of pedestrian and bicycle crashes at high crash rate locations as well as a program designed to increase throughput capacity and reduce congestion by optimizing traffic signal operations with the implementation of new technologies.						
					TIME	COST
CONTRACTOR:	Chinchor Electric Inc	LET DATE:	5/22/2019	ORIGINAL:	500	\$9,972,132.34
FED. AID #:	N/A	NTP:	8/05/2019	CURRENT:	521	\$9,972,132.34
FUND TYPE	Construction	TIME BEGAN:	9/4/2019	ELAPSED:	251	\$6,526,409.15
		WORK BEGAN:	9/4/2019	% ORIGINAL:	50.20%	65.45%
		EST. COMPLETION:	Spring 2021	% TO DATE:	48.18%	65.45%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Brian Silva	407-509-2209		bsilva@chinchorelectric.com	

SEMINOLE						
SR 436 from Boston Avenue to Anchor Road						
FIN #	434931-1-52-01					
CONTRACT #	T5680					
Conventional Pay Item						
PROJECT DESCRIPTION: The Florida Department of Transportation (FDOT) is improving roadway conditions on State Road (S.R.) 436 in Altamonte Springs. As part of these						
					TIME	COST
CONTRACTOR:	Masci Construction, Inc.	LET DATE:	10/30/2019	ORIGINAL:	368	\$4,976,836.09
FED. AID #:	N/A	NTP:	1/09/2020	CURRENT:	368	\$4,976,836.09
FUND TYPE	Construction	TIME BEGAN:	5/4/2020	ELAPSED:	2	\$145,067.98
		WORK BEGAN:	5/4/2020	% ORIGINAL:	0.54%	2.91%
		EST. COMPLETION:	Summer 2021	% TO DATE:	0.54%	2.91%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Kim Navarro	O: 407-278-2729		kim.navarro@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		David Jewett	386-322-4500, 386-281-9042		david.jewett@mascicg.com	



Outside Consultant
In-House Construction
Maintenance



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May 6, 2020

Clint Bullock
General Manager and CEO
Orlando Utilities Commission
100 W Anderson Street
Orlando, FL 32801

Re: VW Settlement funding for the Level 3 EV charging infrastructure

Dear Mr. Bullock,

I am pleased to express MetroPlan Orlando's support for Orlando Utilities Commission's bid for EVSI RFA 001. MetroPlan Orlando is the federally designated Metropolitan Planning Organization for Orange, Osceola, and Seminole Counties. Our region is home to approximately 2.1 million residents and a significant tourist population; in 2018 we welcomed 75 million visitors to Central Florida. The locations identified by OUC for segments 26 and 27, 2740 Americana Blvd, and 129 W. Robinson St, respectively are ideal for this purpose. These two locations are close to local amenities and will serve densely populated and travelled areas of Orlando. The site at 2740 Americana Blvd., near the Millennia Mall, is not only convenient to I-4 but will serve the significant traffic attracted to the Mall. The downtown core of Orlando is extremely important in the push for electrification and therefore makes the Robinson Street location ideal for both downtown patrons and for those traveling on I-4.

It's exciting to know that the charging hub will contain 6 high speed ports and be able to handle up to 350 KW, which is critical for the latest generation of electric vehicles.

OUC has promoted electrification and has successfully owned and operated one of the largest metropolitan charging stations for over 6 years. I am confident that with OUC as the service provider these new stations will remain in good operational service and serve the public for many years to come.

This infrastructure is essential to the conversion to Electric Vehicles in our market. MetroPlan Orlando looks forward to being part of the exciting electrification initiatives taking place across the state and nation.

Sincerely,

Gary Huttman, AICP
Executive Director



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May 13, 2020

Mr. Ronald Batory
Administrator
Federal Railroad Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: *FY 2020 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program
SunRail Phase 2 South Capacity Improvement Project*

Dear Administrator Batory:

On behalf of the MetroPlan Orlando Governing Board, I am pleased to provide this letter in support of the Florida Department of Transportation's (FDOT) grant application for the Federal Railroad Administration's (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program. MetroPlan Orlando is the federally designated metropolitan planning organization for Orange, Osceola, and Seminole Counties. Our region is home to approximately 2.1 million people and is growing. We also serve a significant tourist population; in 2018 we welcomed 75 million visitors to Central Florida. The grant sought by FDOT is to improve railroad infrastructure that not only benefits SunRail commuter service but intercity passenger and freight operations as well.

Florida's population and the need to provide transportation options continue to grow. Through cooperation among the local, state, and federal governments, commuter rail service in Central Florida has been a success story highlighting true regional partnership. SunRail services have enhanced the transportation and economic vitality of the Central Florida region. The Central Florida Rail Corridor (CFRC) not only hosts SunRail commuter rail service, but also shares the corridor with CSX Transportation (CSXT) and Amtrak. This makes it an ideal candidate project under the CRISI Program.

This grant request is for the SunRail Phase 2 South Capacity Improvement Project. Improvements include adding a second mainline track over a 1.7-mile section between Donegan Avenue and Neptune Road in the City of Kissimmee. This increased rail capacity, along with subsequent enhancement in operational safety, not only benefits SunRail service but also provides additional capacity to CSX and Amtrak. A safe and reliable transportation network is critical to regional success and growth of Florida's economy.

I am confident that FDOT's grant application will merit your full and fair consideration. If you require further assistance, please feel free to contact me.

Sincerely,

Commissioner Bob Dallari, Chairman
MetroPlan Orlando



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May 8, 2020

Honorable Elaine L. Chao, Secretary
U. S. Department of Transportation
1200 New Jersey Ave SE
Washington, DC 20590

Re: Better Utilizing Investments to Leverage Development (BUILD) 2020 Grant

Dear Secretary Chao:

On behalf of MetroPlan Orlando, I am pleased to submit this letter of support for the Seminole County BUILD Grant application for the State Road 426/County Road 419 Project. MetroPlan Orlando is the federally designated metropolitan planning organization for Orange, Osceola, and Seminole Counties. Our region is home to approximately 2.1 million people and is growing. We also serve a significant tourist population; in 2018 we welcomed 75 million visitors to Central Florida.

The proposed project, a third and final phase for this corridor, is on the MetroPlan Orlando approved priority project list. It will widen, from two to four lanes, a facility that connects a growing number of residents to the SR 417 Expressway, and provide access to the greater metropolitan Orlando area. There are also commercial developments in the corridor including a regional mall, an elementary, middle and a high school. Phase 3 of this project will include a closed drainage system, bicycle lanes, sidewalks, and connect to a regional multipurpose trail.

To support this project, Seminole County is applying for a FY 20 Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant. The federal funding request will be matched with local funds to support this \$21.2 million project.

I am writing to express my full support of this project and to request your favorable consideration of their application for the FY 20 BUILD Transportation Grant.

Sincerely,

Gary Huttman, AICP
Executive Director



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May 13, 2020

The Honorable Elaine L. Chao
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave., SE
Washington, DC 20590

RE: Letter of Support for the City of Orlando and Orange County Econlockhatchee Trail Multimodal Corridor Project - BUILD 2020 Grant Application

Dear Secretary Chao,

On behalf of MetroPlan Orlando, I am pleased to submit this letter of support for the City of Orlando and Orange County partnership for their 2020 BUILD Grant application for the Econlockhatchee Trail Multimodal Corridor Project. MetroPlan Orlando is the federally designated metropolitan planning organization for Orange, Osceola, and Seminole Counties which includes the City of Orlando as one of our regional partners. Our region is home to approximately 2.1 million people and is growing. We also serve a significant tourist population; in 2018 we welcomed 75 million visitors to Central Florida.

We actively support the City of Orlando and Orange County's partnership for this 2020 BUILD Grant Application. If approved, the 2020 BUILD grant will contribute to fully fund the construction of the Econlockhatchee Trail project, implementing a multimodal four-lane corridor within the existing right-of-way. The project includes narrowing travel lanes, adding a median, sidewalks, separated bike lanes on both sides of the street, and a new 12' multi-purpose trail. Narrower travel lanes to reduce vehicle speeds and separated transportation facilities for other travel modes have a positive impact on safety for all users and abilities throughout the corridor.

This project is in the MetroPlan Orlando's Year 2040 Long Range Transportation Plan and in the adopted Transportation Improvement Program (TIP), and will facilitate planned growth in the rapidly developing area of southeast Orange County. Regionally significant development in the area that will be better served by this improved connection includes the Orlando International Airport, the Vista Park and Bal Bay developments. The project will provide access to Lake Nona's Medical City and the surrounding area. The project will upgrade the connection between two important east-west arterials (Curry Ford Road and Lee Vista Boulevard) to accommodate vital regional north-south travel.

I am confident that this application will merit your full and fair consideration to improve safety, access to other modes, travel time and quality of life for both residents and visitors in Central Florida.

Sincerely,

Gary Huttman, AICP,
Executive Director



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May 14, 2020

The Honorable Val Demings
United States House of Representatives
217 Cannon House Office Building
Washington, D.C. 20515

Dear Congresswoman Demings:

I am attaching two letters for your consideration. The letters were prepared and signed by three organizations, two of which we are members. I serve on the Association of Metropolitan Planning Organizations (AMPO) Policy Committee and am on the Executive Directors Council of the National Association of Regional Councils (NARC) representing Region V which includes Georgia and Florida. You may have already seen these letters. I hope that you will lend your support.

The first letter requests that significant additional funding, specifically for local governments, be included in the next coronavirus response package. Secondly, the letter calls for the eligibility of regional organizations to certify and directly receive federal funds for coronavirus response and recovery.

The second letter requests the following:

Congress appropriate at least \$20 billion in flexible transportation funds through the Surface Transportation Block Grant Program (STBGP) in the next bill.

These additional funds should be sub-allocated in the same manner as funds that were apportioned in 2020 for urbanized and non-urbanized areas under STBGP in the FAST Act (23 U.S.C. 133(d)(1)(A)). Eligible uses of these funds should be expanded to include serving as the non-federal match attributable to MPO and state planning activities and serving as the non-federal match for any program or programs under Title 23 (Highways) or Chapter 53 of Title 49 (Public Transportation). Further, any eligible uses for these funds should be allowed a 100% federal share.

Address a number of statutorily required deadlines and processes (further described in the letter).

Please let me know if you need anything from me or if I can assist in connecting you with key staff members of either AMPO or NARC for additional information.

Sincerely,

Gary Huttman, AICP
Executive Director

C: Erin Waldron



April 30, 2020

The Honorable Mitch McConnell
Majority Leader, United States Senate
Washington, DC 20510

The Honorable Nancy Pelosi
Speaker, United States House of Representatives
Washington, DC 20515

The Honorable Charles Schumer
Minority Leader, United States Senate
Washington, DC 20510

The Honorable Kevin McCarthy
Minority Leader, United States House of Representatives
Washington, DC 20515

Dear Leader McConnell, Speaker Pelosi, Leader Schumer, and Leader McCarthy:

On behalf of the National Association of Regional Councils (NARC), the Association of Metropolitan Planning Organizations (AMPO), and the National Association of Development Organizations (NADO), we are grateful for your leadership to help communities contend with the immense challenges of COVID-19.

Local governments at the county and municipal levels in communities of all sizes are on the front lines of emergency response while also facing potentially crippling budget shortfalls from decreases in locally generated tax revenue and increases in unanticipated expenses. For this reason, **we collectively request that significant additional funding specifically for local governments be included in the next coronavirus response legislation.** Federal funding for communities of all sizes is necessary in order to meet the current and emerging challenges of the coronavirus pandemic. This funding should be flexible so that it can be spent on expenses related to COVID-19 or used to fill revenue shortfalls caused by the pandemic.

Our associations represent regional and metropolitan planning organizations across the nation. These organizations go by terms such as metropolitan planning organization, regional planning organization, rural planning organizations, council of governments, regional council, regional planning commission, coordinating agency and more. Typically, they are themselves units of local government, and their boards consist of elected city and county officials who make decisions on issues of importance that cross jurisdictional boundaries. These organizations play vital roles in distributing federal funding, providing technical support, and many other functions that help local governments operate more effectively and efficiently. MPOs and regional organizations help communities of all sizes – including smaller communities – access federal funding across a variety of programs. To this end, **regional organizations should be deemed as eligible to certify and directly receive federal funds for coronavirus response and recovery.** They can help ensure that funds are distributed equitably among local communities so that nobody is left out from receiving federal assistance.

Regional planning organizations thank you for your attention to the issues facing cities and counties during this challenging time. There remains much to be done, and our members look forward to the opportunity to contribute where they can.

Sincerely,

Bill Keyrouze
Interim Executive Director
Association of Metropolitan
Planning Organizations

Leslie Wollack
Executive Director
National Association
of Regional Councils

Joe McKinney
Executive Director
National Association
of Development Organizations



May 7, 2020

The Honorable Mitch McConnell
Majority Leader, United States Senate
Washington, DC 20510

The Honorable Nancy Pelosi
Speaker, United States House of Representatives
Washington, DC 20515

The Honorable Charles Schumer
Minority Leader, United States Senate
Washington, DC 20510

The Honorable Kevin McCarthy
Minority Leader, United States House of Representatives
Washington, DC 20515

Dear Chairwoman Lowey, Ranking Member Granger, Chairman Price, and Ranking Member Diaz-Balart:

The Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), and the National Association of Development Organizations (NADO) write to request that **Congress appropriate at least \$20 billion in flexible transportation funds through the Surface Transportation Block Grant Program (STBGP) in the next coronavirus relief bill.** These funds will be used to maintain vital transportation-related jobs, keep projects and programs moving forward, and address the loss of state and local revenues that support locally-selected transportation investments. State and local funding makes up two-thirds of the nation's investment in transportation infrastructure and pays the non-federal share of federally funded projects and programs.

Further, we urge that these **additional funds be suballocated in the same manner as funds that were apportioned in 2020 for urbanized and non-urbanized areas** under STBGP in the FAST Act (23 U.S.C. 133(d)(1)(A)). Eligible uses of these funds should be expanded to include **serving as the non-federal match** attributable to MPO and state planning activities and serving as the non-federal match for any program or programs under Title 23 (Highways) or Chapter 53 of Title 49 (Public Transportation). Further, any **eligible uses for these funds should be allowed a 100% federal share.**

In conjunction with this immediate funding, we also urge you to **support the passage of a long-term surface transportation bill** before it expires September 30 of this year. These two actions taken together provide Congress a unique opportunity to increase federal transportation investments to help restart the economy that is reeling from the impacts of the coronavirus and to provide certainty of surface transportation policy and funding once the country moves past the pandemic.

As Congress seeks to promote recovery from the COVID19 crisis and stimulate the U.S. economy through infrastructure investments, utilizing the existing STBGP minimizes the need to design new systems or rules, so federal funding can more easily and quickly flow to local governments. Under the STBGP, projects are already programmed so have been vetted and are locally supported. STBGP provides flexibility that allows targeting highest priority projects, based on local economic circumstances and transportation conditions and needs. This is particularly compelling now as cities and counties are facing significant revenue losses in sources that they use for capital investment, including gas taxes and sales taxes. As local communities are forced to shift funds to cover revenue losses and pay for immediate needs in public health and safety, cities and counties are considering delaying or reducing their capital investment programs. This will result in a reduction of construction spending and

associated job losses in public works departments as well as in private-sector contractors. As such, when our nation is trying to move to economic recovery, we may have a drain on capital investment just when it would be most beneficial. An STBGP funding supplement could help to avoid job losses and stimulating economic recovery.

Additional suballocated funding through the STBGP would effectively allow already planned and programmed transportation capital projects to continue, i.e., help avoid project delays, deferrals, and corresponding public and private sector layoffs, and function as economic stimulus by injecting capital funding into the economy and accelerating some projects.

As Congress debates these important relief and recovery funds for transportation, we request that Congress ensure that states coordinate with the relevant Metropolitan Planning Organizations before changes are made to the state transportation improvement program (STIP) to prevent any possible delay in project schedules that have already been agreed to by the state and MPO.

Lastly, the impacts of the coronavirus have impacted more than the funding to support transportation investments. Members of AMPO, NARC, and NADO are also confronted with statutorily required deadlines and processes. To this end, we request that Congress:

- **Grant extensions to MPOs for requirements** such as long-range transportation plan (LRTP) and Transportation Improvement Program update and approvals, Unified Planning Work Program (UPWP) updates, FTA triennial reviews, quadrennial certifications, invoice processing, and other relevant deadlines that occur during fiscal year's 2020 and 2021.
- **Authorize and permit administrative Transportation Improvement Programs and UPWP amendments.** This will allow the MPOs to add new studies, consulting work or data purchases and budget changes related to the COVID-19 pandemic as these costs may exceed 5% of the existing budget. In addition, allow for flexible carry-over of any unspent 2020 planning funds directly into the 2021 budget year. These actions would not require a formal MPO meeting per the adopted and federally required Public Involvement Plans. This provision is only permitted during the time period that a state-level emergency declaration is in effect.
- **Extend deadlines for discretionary grant programs**, including obligation deadlines, so recipients are not penalized with the loss of their grant due to an extended period of slowdown or stoppage of required work.
- **Direct USDOT to develop guidance through FHWA and FTA or pass a statutory framework to provide maximum flexibility in regards to public involvement requirements**, allowing for distribution of materials on the internet or through other reasonable distribution methods, and allowing for gathering of comments electronically as sufficient under such requirements for the duration of the national state of emergency and until Federal, State, and local health officials agree that it is safe for public gatherings to recommence.
- **Direct USDOT to develop guidance through FHWA and FTA or pass a statutory framework to allow a MPOs policy board to meet electronically or telephonically** during the period in which a national disaster is declared. Policy boards that meet in this way should be able to vote and otherwise make decisions as if they were meeting in person.
- **Further, grant emergency powers to an organization's Executive Director or Board Chairperson** to approve documents on behalf of the MPO as needed.
- **Ease lapsing requirements** if a State can demonstrate that an impact of the national emergency declaration is the proximate cause of the funding lapse.

- **Provide flexibility to states and MPOs to update required performance targets and set new targets** as appropriate to adequately reflect the anticipated conditions. Further, allow for or **automatically grant extensions of performance target setting deadlines** as appropriate, including the MPO CMAQ Performance Plan which is currently due on October 1, 2020.
- **Consider changes to procurement processes** that will be necessary if whole offices are teleworking, such as allowing for electronic signatures.

Federal investments in the next stimulus bill and through the reauthorization of a surface transportation bill will provide immediate and future funding certainty essential to preserving transportation investments as the country continues to operate under the Federal and State health directives due to the coronavirus and beyond. Again, we appreciate your leadership during this unprecedented time and for your consideration of this request.

Sincerely,



Bill Keyrouze
Interim Executive Director
Association of Metropolitan
Planning Organizations



Leslie Wollack
Executive Director
National Association
of Regional Councils



Joe McKinney
Executive Director
National Association
of Development Organizations



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May 14, 2020

The Honorable Stephanie Murphy
United States House of Representatives
1710 Longworth House Office Building
Washington, D.C. 20515

Dear Congresswoman Murphy:

I am attaching two letters for your consideration. The letters were prepared and signed by three organizations, two of which we are members. I serve on the Association of Metropolitan Planning Organizations (AMPO) Policy Committee and am on the Executive Directors Council of the National Association of Regional Councils (NARC) representing Region V which includes Georgia and Florida. You may have already seen these letters. I hope that you will lend your support.

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These additional funds should be sub-allocated in the same manner as funds that were apportioned in 2020 for urbanized and non-urbanized areas under STBGP in the FAST Act (23 U.S.C. 133(d)(1)(A)). Eligible uses of these funds should be expanded to include serving as the non-federal match attributable to MPO and state planning activities and serving as the non-federal match for any program or programs under Title 23 (Highways) or Chapter 53 of Title 49 (Public Transportation). Further, any eligible uses for these funds should be allowed a 100% federal share.

Address a number of statutorily required deadlines and processes (further described in the letter).

Please let me know if you need anything from me or if I can assist in connecting you with key staff members of either AMPO or NARC for additional information.

Sincerely,

Gary Huttman, AICP
Executive Director

C: Lauren Allen
Natalie Martinez



April 30, 2020

The Honorable Mitch McConnell
Majority Leader, United States Senate
Washington, DC 20510

The Honorable Nancy Pelosi
Speaker, United States House of Representatives
Washington, DC 20515

The Honorable Charles Schumer
Minority Leader, United States Senate
Washington, DC 20510

The Honorable Kevin McCarthy
Minority Leader, United States House of Representatives
Washington, DC 20515

Dear Leader McConnell, Speaker Pelosi, Leader Schumer, and Leader McCarthy:

On behalf of the National Association of Regional Councils (NARC), the Association of Metropolitan Planning Organizations (AMPO), and the National Association of Development Organizations (NADO), we are grateful for your leadership to help communities contend with the immense challenges of COVID-19.

Local governments at the county and municipal levels in communities of all sizes are on the front lines of emergency response while also facing potentially crippling budget shortfalls from decreases in locally generated tax revenue and increases in unanticipated expenses. For this reason, **we collectively request that significant additional funding specifically for local governments be included in the next coronavirus response legislation.** Federal funding for communities of all sizes is necessary in order to meet the current and emerging challenges of the coronavirus pandemic. This funding should be flexible so that it can be spent on expenses related to COVID-19 or used to fill revenue shortfalls caused by the pandemic.

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Regional planning organizations thank you for your attention to the issues facing cities and counties during this challenging time. There remains much to be done, and our members look forward to the opportunity to contribute where they can.

Sincerely,

Bill Keyrouze
Interim Executive Director
Association of Metropolitan
Planning Organizations

Leslie Wollack
Executive Director
National Association
of Regional Councils

Joe McKinney
Executive Director
National Association
of Development Organizations



May 7, 2020

The Honorable Mitch McConnell
Majority Leader, United States Senate
Washington, DC 20510

The Honorable Nancy Pelosi
Speaker, United States House of Representatives
Washington, DC 20515

The Honorable Charles Schumer
Minority Leader, United States Senate
Washington, DC 20510

The Honorable Kevin McCarthy
Minority Leader, United States House of Representatives
Washington, DC 20515

Dear Chairwoman Lowey, Ranking Member Granger, Chairman Price, and Ranking Member Diaz-Balart:

The Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), and the National Association of Development Organizations (NADO) write to request that **Congress appropriate at least \$20 billion in flexible transportation funds through the Surface Transportation Block Grant Program (STBGP) in the next coronavirus relief bill.** These funds will be used to maintain vital transportation-related jobs, keep projects and programs moving forward, and address the loss of state and local revenues that support locally-selected transportation investments. State and local funding makes up two-thirds of the nation's investment in transportation infrastructure and pays the non-federal share of federally funded projects and programs.

Further, we urge that these **additional funds be suballocated in the same manner as funds that were apportioned in 2020 for urbanized and non-urbanized areas** under STBGP in the FAST Act (23 U.S.C. 133(d)(1)(A)). Eligible uses of these funds should be expanded to include **serving as the non-federal match** attributable to MPO and state planning activities and serving as the non-federal match for any program or programs under Title 23 (Highways) or Chapter 53 of Title 49 (Public Transportation). Further, any **eligible uses for these funds should be allowed a 100% federal share.**

In conjunction with this immediate funding, we also urge you to **support the passage of a long-term surface transportation bill** before it expires September 30 of this year. These two actions taken together provide Congress a unique opportunity to increase federal transportation investments to help restart the economy that is reeling from the impacts of the coronavirus and to provide certainty of surface transportation policy and funding once the country moves past the pandemic.

As Congress seeks to promote recovery from the COVID19 crisis and stimulate the U.S. economy through infrastructure investments, utilizing the existing STBGP minimizes the need to design new systems or rules, so federal funding can more easily and quickly flow to local governments. Under the STBGP, projects are already programmed so have been vetted and are locally supported. STBGP provides flexibility that allows targeting highest priority projects, based on local economic circumstances and transportation conditions and needs. This is particularly compelling now as cities and counties are facing significant revenue losses in sources that they use for capital investment, including gas taxes and sales taxes. As local communities are forced to shift funds to cover revenue losses and pay for immediate needs in public health and safety, cities and counties are considering delaying or reducing their capital investment programs. This will result in a reduction of construction spending and

associated job losses in public works departments as well as in private-sector contractors. As such, when our nation is trying to move to economic recovery, we may have a drain on capital investment just when it would be most beneficial. An STBGP funding supplement could help to avoid job losses and stimulating economic recovery.

Additional suballocated funding through the STBGP would effectively allow already planned and programmed transportation capital projects to continue, i.e., help avoid project delays, deferrals, and corresponding public and private sector layoffs, and function as economic stimulus by injecting capital funding into the economy and accelerating some projects.

As Congress debates these important relief and recovery funds for transportation, we request that Congress ensure that states coordinate with the relevant Metropolitan Planning Organizations before changes are made to the state transportation improvement program (STIP) to prevent any possible delay in project schedules that have already been agreed to by the state and MPO.

Lastly, the impacts of the coronavirus have impacted more than the funding to support transportation investments. Members of AMPO, NARC, and NADO are also confronted with statutorily required deadlines and processes. To this end, we request that Congress:

- **Grant extensions to MPOs for requirements** such as long-range transportation plan (LRTP) and Transportation Improvement Program update and approvals, Unified Planning Work Program (UPWP) updates, FTA triennial reviews, quadrennial certifications, invoice processing, and other relevant deadlines that occur during fiscal year's 2020 and 2021.
- **Authorize and permit administrative Transportation Improvement Programs and UPWP amendments.** This will allow the MPOs to add new studies, consulting work or data purchases and budget changes related to the COVID-19 pandemic as these costs may exceed 5% of the existing budget. In addition, allow for flexible carry-over of any unspent 2020 planning funds directly into the 2021 budget year. These actions would not require a formal MPO meeting per the adopted and federally required Public Involvement Plans. This provision is only permitted during the time period that a state-level emergency declaration is in effect.
- **Extend deadlines for discretionary grant programs,** including obligation deadlines, so recipients are not penalized with the loss of their grant due to an extended period of slowdown or stoppage of required work.
- **Direct USDOT to develop guidance through FHWA and FTA or pass a statutory framework to provide maximum flexibility in regards to public involvement requirements,** allowing for distribution of materials on the internet or through other reasonable distribution methods, and allowing for gathering of comments electronically as sufficient under such requirements for the duration of the national state of emergency and until Federal, State, and local health officials agree that it is safe for public gatherings to recommence.
- **Direct USDOT to develop guidance through FHWA and FTA or pass a statutory framework to allow a MPOs policy board to meet electronically or telephonically** during the period in which a national disaster is declared. Policy boards that meet in this way should be able to vote and otherwise make decisions as if they were meeting in person.
- Further, grant emergency powers to an organization's Executive Director or Board Chairperson to approve documents on behalf of the MPO as needed.
- **Ease lapsing requirements** if a State can demonstrate that an impact of the national emergency declaration is the proximate cause of the funding lapse.

- **Provide flexibility to states and MPOs to update required performance targets and set new targets** as appropriate to adequately reflect the anticipated conditions. Further, allow for or **automatically grant extensions of performance target setting deadlines** as appropriate, including the MPO CMAQ Performance Plan which is currently due on October 1, 2020.
- **Consider changes to procurement processes** that will be necessary if whole offices are teleworking, such as allowing for electronic signatures.

Federal investments in the next stimulus bill and through the reauthorization of a surface transportation bill will provide immediate and future funding certainty essential to preserving transportation investments as the country continues to operate under the Federal and State health directives due to the coronavirus and beyond. Again, we appreciate your leadership during this unprecedented time and for your consideration of this request.

Sincerely,



Bill Keyrouze
Interim Executive Director
Association of Metropolitan
Planning Organizations



Leslie Wollack
Executive Director
National Association
of Regional Councils



Joe McKinney
Executive Director
National Association
of Development Organizations



250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

May 14, 2020

The Honorable Darren Soto
United States House of Representatives
1507 Longworth House Office Building
Washington, D.C. 20515

Dear Congressman Soto:

I am attaching two letters for your consideration. The letters were prepared and signed by three organizations, two of which we are members. I serve on the Association of Metropolitan Planning Organizations (AMPO) Policy Committee and am on the Executive Directors Council of the National Association of Regional Councils (NARC) representing Region V which includes Georgia and Florida. You may have already seen these letters. I hope that you will lend your support.

The first letter requests that significant additional funding, specifically for local governments, be included in the next coronavirus response package. Secondly, the letter calls for the eligibility of regional organizations to certify and directly receive federal funds for coronavirus response and recovery.

The second letter requests the following:

Congress appropriate at least \$20 billion in flexible transportation funds through the Surface Transportation Block Grant Program (STBGP) in the next bill.

These additional funds should be sub-allocated in the same manner as funds that were apportioned in 2020 for urbanized and non-urbanized areas under STBGP in the FAST Act (23 U.S.C. 133(d)(1)(A)). Eligible uses of these funds should be expanded to include serving as the non-federal match attributable to MPO and state planning activities and serving as the non-federal match for any program or programs under Title 23 (Highways) or Chapter 53 of Title 49 (Public Transportation). Further, any eligible uses for these funds should be allowed a 100% federal share.

Address a number of statutorily required deadlines and processes (further described in the letter).

Please let me know if you need anything from me or if I can assist in connecting you with key staff members of either AMPO or NARC for additional information.

Sincerely,

Gary Huttman, AICP
Executive Director



April 30, 2020

The Honorable Mitch McConnell
Majority Leader, United States Senate
Washington, DC 20510

The Honorable Nancy Pelosi
Speaker, United States House of Representatives
Washington, DC 20515

The Honorable Charles Schumer
Minority Leader, United States Senate
Washington, DC 20510

The Honorable Kevin McCarthy
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Washington, DC 20515

Dear Leader McConnell, Speaker Pelosi, Leader Schumer, and Leader McCarthy:

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Local governments at the county and municipal levels in communities of all sizes are on the front lines of emergency response while also facing potentially crippling budget shortfalls from decreases in locally generated tax revenue and increases in unanticipated expenses. For this reason, **we collectively request that significant additional funding specifically for local governments be included in the next coronavirus response legislation.** Federal funding for communities of all sizes is necessary in order to meet the current and emerging challenges of the coronavirus pandemic. This funding should be flexible so that it can be spent on expenses related to COVID-19 or used to fill revenue shortfalls caused by the pandemic.

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Association of Metropolitan
Planning Organizations

Leslie Wollack
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May 7, 2020

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Interim Executive Director
Association of Metropolitan
Planning Organizations



Leslie Wollack
Executive Director
National Association
of Regional Councils



Joe McKinney
Executive Director
National Association
of Development Organizations



May 21, 2020

To: Board Members
Committee Members

From: Gary Huttman, AICP, Executive Director

Subject: Office Operations June 2020

I want to keep the Board and Committee Members up to date on what we've done and continue to do at MetroPlan Orlando to keep employees safe and to respect the Executive Orders and guidelines issued to help slow the spread of COVID-19.

The office has been closed to the public since mid-March, and some staff members started to work from home. We took the necessary steps around this same time that would enable all staff to work remotely if that became necessary or advised. In response to Mayor Deming's Executive Order 2020-04, I sent word to all staff on March 26 that they should work from home but could come in to the office on a limited basis and for a limited period of time as they felt necessary. We transitioned all of our meetings to virtual, both staff and public, using on line platforms. By all accounts, this transition has been successful.

On May 18th I sent word to staff of what to expect beginning Monday, June 1.

- As long as permitted we will hold virtual public meetings throughout the month
- We will begin to allow up to 50% of the staff in office at any one time (max of 9). Cathy & Lisa should know all work schedules
- Staff who wish to do so, can continue to work remotely
- Staff who come to the office are to keep appropriate separation from others
- The office will remain closed to the public
- We will not host any meetings with outside agency staff through the month of June
- Masks are to be worn in all common areas of the building including the parking garage

All guidelines are subject to change as needed during the month.

I will keep the Board informed of any significant changes.

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT



525-010-05c
POLICY PLANNING
02/18

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 4, 2020.

Based on a joint review and evaluation, the Florida Department of Transportation and the MetroPlan Orlando recommend that the Metropolitan Planning Process for the MetroPlan Orlando be certified.


Name: Jared Perdue
Title: Interim District Secretary (or designee)

Name: Bob Dallari
Title: MPO Chairman (or designee)

2/19/2020
Date

2/6/20
Date



MetroPlan Orlando

Joint Certification – 1/1/2019 – 12/31/2019

February 4, 2020

Part 1 – FDOT District

Contents

Purpose	2
Certification Process	3
Risk Assessment Process	4
Part 1 Section 1: Risk Assessment.....	8
Part 1 Section 2: Long-Range Transportation Plan (LRTP)	13
Part 1 Section 3: Transportation Improvement Program (TIP)	13
Part 1 Section 4: Unified Planning Work Program (UPWP)	14
Part 1 Section 5: Clean Air Act	14
Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding	15
Part 1 Section 7: District Questions.....	16
Part 1 Section 8: Recommendations and Corrective Actions	17
Part 1 Section 9: Attachments	18

Purpose

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

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

Certification Process

Please read and answer each question 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 1 Section 9: Attachments allows you to embed any attachments to the certification, including the MPO [Joint Certification Statements and Assurances](#) document that must accompany the completed certification report. Once all the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed certification in Part 1 Section 9: 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 1 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.331 \(b\)-\(e\)](#), 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 §200.207 Specific conditions.

(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 other means.*

(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 Management decision.

(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 Audit services.

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.

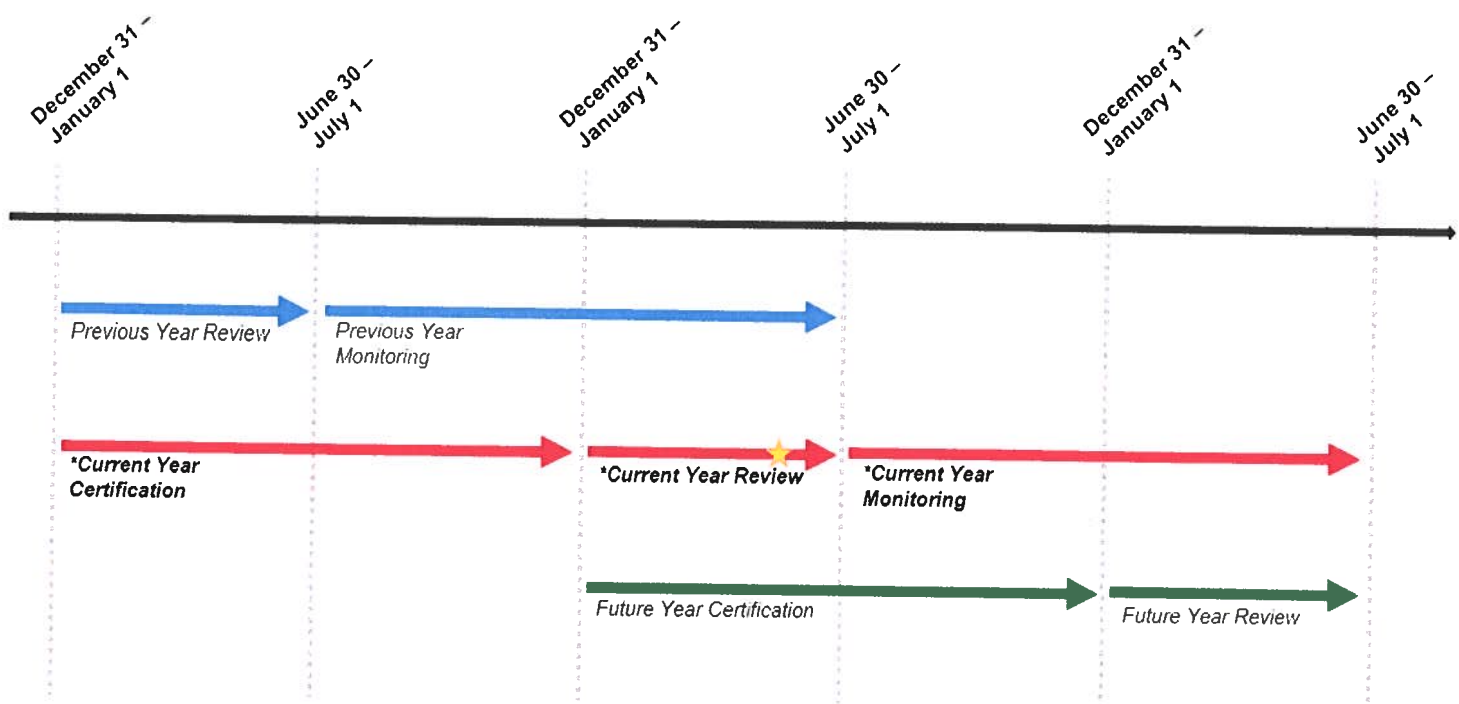
The questions in Part 1 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The 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. The first step is to complete this Risk Assessment during the joint certification for the current year (*The red line in **Figure 1***). The current year runs for a 12-month period from January 1 to December 31 of the same year (**Example: January 1, 2018 through December 31, 2018**). There is a 6-month period when the joint certification for the current year is reviewed before the Risk Assessment enters the Monitoring phase. The joint certification review runs from January 1 to June 30 (**Example: January 1, 2019 through June 30, 2019**). After the review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period (**Example: July 1, 2019 to June 30, 2020**). The entire Risk Assessment runs for a total of 30-months. However, there will always be an overlapping of previous year, current year, and future year Risk Assessments. **Figure 1** shows the timeline of Risk Assessment phases and how Risk Assessments can overlap from year to year.

Figure 1. Risk Assessment: Certification Year vs. Monitoring



★ June 1st - Joint Certifications are due to FDOT

Part 1

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

Part 1 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)
GOW38-7	11/01/18 – 01/31/19	02/07/19	No
GOW38-8	12/01/18 – 02/28/19	03/12/19	No
GOW38-9	01/01/19 - 03/31/19	04/09/19	No
GOW38-10	11/01/18 – 04/30/19	05/07/19	No
GOW38-11	02/01/19 – 05/31/19	06/13/19	No
GOW38-12	02/01/19 – 06/30/19	08/09/19	No
GOW38-13	07/01/19 – 07/31/19	08/22/19	No
GOW38-14	07/01/19 – 08/31/19	09/25/19	No
GOW38-15	07/01/19 – 08/31/19	09/25/19	No
GOW38-16	07/01/19 – 09/30/19	10/14/19	No
GOW38-17	07/01/19 - 10/31/19	11/07/19	No
GOW38-18	08/01/19 – 10/31/19	11/07/19	No
GOW38-19	09/01/19 – 11/30/19	12/13/19	No

GOW38-20	07/01/19 – 11/30/19	12/13/19	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			14
Total Number of Invoices Submitted			14

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 budgeted amount because an amendment was not recorded.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist		Number of Correct Materially Significant Finding Questions
Invoice GOW38-7 Review Date: 02/07/19		7
Invoice GOW38-8 Review Date: 03/15/19		7
Invoice GOW38-9 Review Date: 04/09/19		7
Invoice GOW38-10 Review Date: 05/07/19		7
Invoice GOW38-11 Review Date: 05/07/19		7
Invoice GOW38-12 Review Date: 08/09/19		7
Invoice GOW38-13 Review Date: 08/22/19		7
Invoice GOW38-14 Review Date: 09/25/19		7
Invoice GOW38-15 Review Date: 09/25/19		7
Invoice GOW38-16 Review Date: 10/16/19		7
Invoice GOW38-17 Review Date: 11/07/19		7
Invoice GOW38-18 Review Date: 11/07/19		7
Invoice GOW38-19 Review Date: 12/16/19		7
Invoice GOW38-20 Review Date: 12/17/19		7
MPO Invoice Review Checklist Total		
Total Number of Materially Significant Finding Questions that were Correct		98

*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
Invoice # <u>GOW38-11</u>, Review Date: 12/18/19	7
<i>*Only 7 Questions Applicable for MetroPlan Orlando</i>	
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	7

**Note: There are 24 materially significant questions per MPO Supporting Documentation Review Checklist.*

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle? **N/A; MetroPlan Orlando utilizes local funds for reimbursement**

Please Check: Yes ☒ No ☐

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 ☐

Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?

Please Check: Yes ☒ No ☐

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 1 Section 2: Long-Range Transportation Plan (LRTP)

1. 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 or final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

--

Part 1 Section 3: Transportation Improvement Program (TIP)

1. 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 or final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

- | |
|--|
| <ul style="list-style-type: none">• TIP 2020-2024 Review Letter: Uploaded 7/5/19• FDOT Draft Checklist Review: Uploaded 7/17/19 |
|--|

Part 1 Section 4: Unified Planning Work Program (UPWP)

1. 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 or final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

--

Part 1 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)

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Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding

Did the MPO program all FHWA Planning Funds (PL and non-PL) into the TIP?

Please Check: Yes ☒ No ☐

Part 1 Section 7: 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, 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

2. Question

3. Question

4. Question

5. Question

Part 1 Section 8: 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.

Status of Recommendations and/or Corrective Actions from Prior Certifications

--

Recommendations

The Department continues to work in coordination with MetroPlan Orlando MPO on spending Urban Attributable (SU) Funding to effectively help to reduce the obligating authority constraints placed on future allocations. These funds are intended to be used for productive purposes within the first three years of the Department's Work Program System. The funds are subject to redistribution or loss if certain requirements are not met. The MPO shall commit priority projects within the first three years of the department's work program system every tentative work program cycle. The Department will continue to use the MPOs Priority List for programming the SU funds to fulfill the requirements for programming federal funding per Florida Statute 339.135(4)(b)(3).

Corrective Actions

--

Part 1 Section 9: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Link to [MPO Joint Certification Statements and Assurances \(year 1\)](#) or [MPO Joint Certification Statement \(year 2\)](#).

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

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**Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet**



The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the FDOT MPO Liaisons for the upcoming year. Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.

Table 1. Risk Assessment Score						
Question	Question Description	Example	Directions	Number Correct	Subtotal	Weight Percentage
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	14	14	30%
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	98	98	25%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 72 opportunities for materially significant findings, 70 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	7	7	30%
Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements	Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?	Car allowances or mileage was recorded appropriately.	Number Correct Column: Enter a 1 if car allowance or mileage was recorded appropriately. Enter a 0 if car allowance or mileage was not recorded appropriately.	1	1	5%
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Number Correct Column: Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.	1	1	5%
Technical Memorandum 19-05Rev: Director's Timesheets and Expenses	Were the Directors' timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	The Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate.	Number Correct Column: Enter a 1 if the Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate. Enter a 0 if the Director's timesheets were not reviewed at least quarterly by someone other than the Director's subordinate.	1	1	5%
					Risk Assessment Score	100%



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando**

Contract: **GOW38**

Date of Review: **02/07/2019**

Review #: **#1**

Invoice No.: **GOW38-7**

Invoice Period: **11/01/2018 –
01/31/2019**

Reviewed By: **Rakinya
Hinson**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando**

Contract: **GOW38**

Date of Review: **03/15/2019**

Review #: **#1**

Invoice No.: **GOW38-8**

Invoice Period: **12/01/2018 –
02/28/2019**

Reviewed By: **Rakinya
Hinson**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NA NA NA NA

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Done Quarterly Yes ☐ No ☒

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G9W38**

Date of Review: **04/09/2019**

Review #: **#1**

Invoice No.: **G0W38-9**

Invoice Period: **01/01/2019 –
03/31/2019**

Reviewed By: **Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes ☒ No ☐

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

General Comments and Recommendations

NONE

General Findings

No Findings



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds

Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G0W38**

Date of Review: **05/07/2019**

Review #: **#1**

Invoice No.: **G0W38-10**

Invoice Period: **11/01/2018 –
04/30/2019**

Reviewed By: **Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

No Findings



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **05/07/2019**

Review #: **#1**

Invoice No.: **GOW38-11**

Invoice Period: **02/01/2019 –
05/31/2019**

Reviewed By: **Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

No Findings



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **08/09/2019**

Review #: **#1**

Invoice No.: **GOW38-12**

Invoice Period: **02/01/2019 –
06/30/2019**

Reviewed By: **Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

No Findings



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G0W38**

Date of Review: **08/22/2019**

Review #: **#1**

Invoice No.: **G0W38-13**

Invoice Period: **07/01/2019 –
07/31/2019**

Rakinya
Reviewed By: **Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: Invoice Summary, Itemized Expenditure Detail Report for each billed task, and a Progress Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Invoice Summary signed by an authorized MPO official?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the invoice able to be processed for reimbursement as initially submitted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) Current Amount Due column match the Itemized Expenditure Detail Report, Current Amount Due ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the amounts shown in the Total FHWA Previous Payments column accurate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do the amounts shown in Total FHWA Budgeted Amount column match the current UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due equal to or less than the Total FHWA Budget Amount ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due amount requested equal to or less than the Current Authorization Amount, by FPN ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Itemized Expenditure Detail

Is the correct FPN, Invoice Number, UPWP Revision , and Invoice Period shown on all Itemized Expenditure Detail Report pages?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are expenses shown on the Itemized Expenditure Detail Report reasonable, allowable and necessary?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the Progress Report align with the tasks charged within the invoice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G0W38**

Date of Review: **09/25/2019**

Review #: **#1**

Invoice No.: **G0W38-14**

Invoice Period: **07/01/2019 –
08/31/2019**

**Rakinya
Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds

Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **09/25/2019**

Review #: **#1**

Invoice No.: **GOW38-15**

Invoice Period: **07/01/2019 –
08/31/2019**

Reviewed By: **Rakinya
Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: Invoice Summary, Itemized Expenditure Detail Report for each billed task, and a Progress Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Invoice Summary signed by an authorized MPO official?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the invoice able to be processed for reimbursement as initially submitted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) Current Amount Due column match the Itemized Expenditure Detail Report, Current Amount Due ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the amounts shown in the Total FHWA Previous Payments column accurate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do the amounts shown in Total FHWA Budgeted Amount column match the current UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due equal to or less than the Total FHWA Budget Amount ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due amount requested equal to or less than the Current Authorization Amount, by FPN ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Itemized Expenditure Detail

Is the correct FPN, Invoice Number, UPWP Revision, and Invoice Period shown on all Itemized Expenditure Detail Report pages?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are expenses shown on the Itemized Expenditure Detail Report reasonable, allowable and necessary?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the Progress Report align with the tasks charged within the invoice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G0W38**

Date of Review: **10/16/2019**

Review #: **#1**

Invoice No.: **G0W38-16**

Invoice Period: **07/01/2019 –
09/30/2019**

**Rakinya
Reviewed By: Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: Invoice Summary, Itemized Expenditure Detail Report for each billed task, and a Progress Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Invoice Summary signed by an authorized MPO official?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the invoice able to be processed for reimbursement as initially submitted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) Current Amount Due column match the Itemized Expenditure Detail Report, Current Amount Due ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the amounts shown in the Total FHWA Previous Payments column accurate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do the amounts shown in Total FHWA Budgeted Amount column match the current UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due equal to or less than the Total FHWA Budget Amount ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due amount requested equal to or less than the Current Authorization Amount, by FPN ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Itemized Expenditure Detail

Is the correct FPN, Invoice Number, UPWP Revision, and Invoice Period shown on all Itemized Expenditure Detail Report pages?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are expenses shown on the Itemized Expenditure Detail Report reasonable, allowable and necessary?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the Progress Report align with the tasks charged within the invoice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds

Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **11/07/2019**

Review #: **#1**

Invoice No.: **GOW38-17**

Invoice Period: **07/01/2019 –
10/31/2019**

Reviewed By: **Rakinya
Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds

Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **G0W38**

Date of Review: **11/07/2019**

Review #: **#1**

Invoice No.: **G0W38-18**

Invoice Period: **08/01/2019 –
10/31/2019**

Rakinya
Reviewed By: **Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: Invoice Summary, Itemized Expenditure Detail Report for each billed task, and a Progress Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Invoice Summary signed by an authorized MPO official?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the invoice able to be processed for reimbursement as initially submitted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) Current Amount Due column match the Itemized Expenditure Detail Report, Current Amount Due ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the amounts shown in the Total FHWA Previous Payments column accurate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do the amounts shown in Total FHWA Budgeted Amount column match the current UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due equal to or less than the Total FHWA Budget Amount ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the Total FHWA Current Amount Due amount requested equal to or less than the Current Authorization Amount, by FPN ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Itemized Expenditure Detail

Is the correct FPN, Invoice Number, UPWP Revision, and Invoice Period shown on all Itemized Expenditure Detail Report pages?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are expenses shown on the Itemized Expenditure Detail Report reasonable, allowable and necessary?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the Progress Report align with the tasks charged within the invoice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly Yes ☐ No ☒

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **12/16/2019**

Review #: **#1**

Invoice No.: **GOW38-19**

Invoice Period: **09/01/2019 –
11/30/2019**

Reviewed By: **Rakinya
Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly Yes ☐ No ☒

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes ☒ No ☐

Was the MPO notified when the invoice was submitted to District Financial Services? Yes ☒ No ☐

General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **12/17/2019**

Review #: **#1**

Invoice No.: **GOW38-20**

Invoice Period: **07/01/2019 –
11/30/2019**

Reviewed By: **Rakinya
Hinson/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes ☒ No ☐

Is the **Invoice Summary** signed by an authorized MPO official? Yes ☒ No ☐

Is the invoice able to be processed for reimbursement as initially submitted? Yes ☒ No ☐

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes ☒ No ☐

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes ☒ No ☐

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes ☒ No ☐

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes ☒ No ☐

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes ☒ No ☐

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes ☒ No ☐

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE. There were some items that showed on the progress report for plastic bowls and new name plates (United Trophy) but these items were paid with Local Funding.

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes ☒ No ☐

MPO FHWA Funds
Invoice Review Checklist

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? No, Done Quarterly	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Was the MPO notified when the invoice was submitted to District Financial Services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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General Comments and Recommendations

NONE

General Findings

NONE



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds

Invoice Supporting Documentation Review Checklist

The MPO's Supporting Documentation Review is to be completed at the frequency required by the MPO's Risk Assessment, as a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **MetroPlan Orlando MPO**

Contract: **GOW38**

Date of Review: **12/18/2019**

Review #: **1**

Invoice No.: **GOW38-11**

Invoice Period: **02/01/2019 –
05/31/2019**

Reviewed By: **Rakinya Hinson
& Mary
Schoelzel**

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the Invoice Period? Yes ☒ No ☐

Employee's time sheet selected for review? *Cynthia Lambert, Public Information Manager*

Does the payroll register fall within the dates match Invoice Period? Yes ☒ No ☐

Do the hours shown on the payroll register match hours match hours requested? Yes ☒ No ☐

Does the employee's timesheet match the expenses being requested for reimbursement? Yes ☒ No ☐

Are amounts shown on payroll register and task charges accurately recorded on Itemized Expenditure Detail Report? Yes ☒ No ☐

Are fringe charges equitably distributed to all grants? Yes ☒ No ☐

Is the timesheet signed by an authorized MPO official? Virginia Whittington Yes ☒ No ☐

Comments and Recommendations on Personnel Services Expenses

MetroPlan Orlando's payroll, timesheets, and Task Sheets were very well organized. Jason Loschiavo could easily move through the documents to verify information and show how each document related back to each other.

Findings on Personnel Services Expenses

None

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the Invoice Period? Yes ☒ No ☐

Consultant invoice selected for review? *HDR Invoice #1200192026*

④	Are charges shown on invoice accurately recorded on Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are the consultant services invoice dates of service within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
⑤	Are the task services documented in the progress report?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
⑥	Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Consultant Services Expenses

Click to enter details

Findings on Consultant Services Expenses

Click to enter details

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

Were travel expenses incurred within the Invoice Period ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Employee's travel reimbursement selected for review?	<i>Click to enter staff name and travel date</i>	
Are charges shown on the travel form accurately recorded on the task's Itemized Expenditure Detail Report ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the MPO established its own travel policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the travel reimbursement comply with MPO or State travel policies and regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are charges recorded on FDOT Contractor Travel Form (300-000-06)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is travel request signed by an MPO authorized official?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are travel charges supported by documentation as required by travel policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Travel Reimbursement Expenses

MetroPlan Orlando uses Local Funding to pay for travel expenses.

Findings on Travel Reimbursement Expenses

Click to enter details

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the Invoice Period ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
#1 Direct expense selected for review	<i>Click to enter vendor name and invoice #</i>	
Was the cost incurred within the Invoice Period ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the expense allowable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Is there documentation to show that invoice was paid? Yes ☐ No ☐

Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? Yes ☐ No ☐

#2 Direct expense selected for review *Click to enter vendor name and invoice #*

Was the cost incurred within the **Invoice Period**? Yes ☐ No ☐

Is the expense for purchase of equipment over \$5,000? (indicate prior proper approval in findings/recommendation below) Yes ☐ No ☐

Is the expense allowable? Yes ☐ No ☐

Is there documentation to show that invoice was paid? Yes ☐ No ☐

Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? Yes ☐ No ☐

#3 Direct expense selected for review *Click to enter vendor name and invoice #*

Was the cost incurred within the **Invoice Period**? Yes ☐ No ☐

Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below) Yes ☐ No ☐

Is the expense allowable? Yes ☐ No ☐

Is there documentation to show that invoice was paid? Yes ☐ No ☐

Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? Yes ☐ No ☐

#4 Direct expense selected for review *Click to enter vendor name and invoice #*

Was the cost incurred within the **Invoice Period**? Yes ☐ No ☐

Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below) Yes ☐ No ☐

Is the expense allowable? Yes ☐ No ☐

Is there documentation to show that invoice was paid? Yes ☐ No ☐

Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? Yes ☐ No ☐

#5 Direct expense selected for review *Click to enter vendor name and invoice #*

Was the cost incurred within the **Invoice Period**? Yes ☐ No ☐

Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below) Yes ☐ No ☐

Is the expense allowable? Yes ☐ No ☐

Is there documentation to show that invoice was paid? Yes ☐ No ☐

Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? Yes ☐ No ☐

Comments and Recommendations on Direct Expenses

MetroPlan Orlando uses Local Funds to pay for Direct Expenses

Findings on Direct Expenses

No Findings

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?

Yes ☒

No ☐

If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP?

Yes ☒

No ☐

Comments and Recommendations on Indirect Rate Charges

Jason Loschiavo brought up their Negotiated Indirect Cost Rate Agreement showing their agreed rate of 16.08% of Rates and 33.18% of Fringe Benefit Rates. Jason showed on the invoices how these rates were factored into the invoice and how the amounts were calculated.

Findings on Indirect Rate Charges

No Findings

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?

Yes ☒

No ☐

Was there evidence that a quality control process or procedure is in place?

Yes ☒

No ☐

General Comments and Recommendations

MetroPlan Orlando shows excellent practices for filing documentation for their invoices. Their internal control over their financial reporting was very well displayed. Jason Loschiavo gave a brief presentation of the MPO's financial monitoring system before starting the review. Their continued efforts to use good software programs to file their documentation helps to make the monitoring review more positive.

General Findings

The Department finds that MetroPlan Orlando is in compliance with all the state and federal rules and regulations requirements

Work Allocation Sheet

Employee # 1044

April 15 - April 26, 2019

Cynthia Lambert

Pay Period:

Orig. Budget	Bal. Last Pay Period	Project	CODE	TOT HRS	M	T	W	T	F	M	T	W	T	F	New Bal.
150.0	86.0	HPO Local Funds '18/'19	719100	1.0	0.5					0.5					85.0
100.0	18.5	100 General Office Management/Training	719500	18.5	2.5	3.0	5.0	3.0		4.5					0.0
		500 Special Project Planning													
		FHWA PL '18/'19													
10.0	7.0	110 UPWP & Financial Management	819110	0.0											7.0
10.0	-12.5	120 Certification	819120	0.0											-12.5
180.0	7.0	130 Board & Committee Support	819130	0.0											7.0
100.0	-5.5	400 LRTP	819400	0.0											-5.5
85.0	0.0	500 Special Project Planning	819500	0.0											0.0
50.0	22.5	600 Interagency & Interagency Studies	819600	0.0											22.5
80.0	6.0	610 Interagency Transp Plan & Coord	819610	4.0							4.0				2.0
510.0	129.5	700 Community Outreach	819700	0.0											129.5
		FTA X013 Grant - Effective 10/1/18													
0.0	72.5	130 Board & Committee Support	619130	5.0	1.5					0.5		3.0			67.5
0.0	76.0	400 LRTP	619400	1.5	1.5										74.5
600.0	234.5	700 Community Outreach	619700	45.0	2.5	6.5	3.0	4.0		3.0	6.5	6.0	7.0	6.5	185.5
		Personal Leave	995100	0.0											
		Holiday Taken	995300	0.0											
		Floating Holiday	995800	0.0											
		Other		0.0											
1875.0	641.5	TOTAL:		75.0	8.5	10.0	8.0	7.0	0.0	8.5	10.5	9.0	7.0	6.5	566.5

I hereby affirm that this record is a true and correct statement of my hours and work activity.

I hereby certify that the entries on this record represent an accurate statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

Employee: Cynthia Lambert Date: 4-26-19

Executive or Department Director: [Signature] Date: 4-26-19

Payroll Register

ORLANDO URBAN AREA METROPOLITAN

Pay Period From: 04/15/2019 To: 04/26/2019 PR#: 9
CURR Includes TI Batches: 935,936

Run Date: 04/29/2019
Run Time: 10:21:20 am
Page 1 of 4

	Reg Hrs	OT Hrs	Reg Pay	OT Pay	Sp A	Sp B	Empr Hlth	Tot Pay	Soc Sec	Med	Federal	State	Local	Exp	Ded	Net Pay
1003	CASKEY, JR., JOSEPH K.															
CURR	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
Chk Total	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
Emp Total	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
1072	Davenport, Joseph H															
CURR	75.00	0.00	2,265.99	0.00	0.00	0.00	0.00	2,265.99	139.44	32.61	267.82	0.00	0.00	0.00	161.34	1,664.78
Chk Total	75.00	0.00	2,265.99	0.00	0.00	0.00	0.00	2,265.99	139.44	32.61	267.82	0.00	0.00	0.00	161.34	1,664.78
Emp Total	75.00	0.00	2,265.99	0.00	0.00	0.00	0.00	2,265.99	139.44	32.61	267.82	0.00	0.00	0.00	161.34	1,664.78
1052	GOLDFARB, CATHERINE J															
CURR	75.00	0.00	2,437.69	0.00	0.00	0.00	0.00	2,437.69	150.58	35.22	271.79	0.00	0.00	0.00	9.00	1,971.10
Chk Total	75.00	0.00	2,437.69	0.00	0.00	0.00	0.00	2,437.69	150.58	35.22	271.79	0.00	0.00	0.00	9.00	1,971.10
Emp Total	75.00	0.00	2,437.69	0.00	0.00	0.00	0.00	2,437.69	150.58	35.22	271.79	0.00	0.00	0.00	9.00	1,971.10
1019	HILL, ERIC T.															
CURR	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
Chk Total	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
Emp Total	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
1054	HORNE, MARY A.															
CURR	75.00	0.00	2,139.02	0.00	0.00	0.00	0.00	2,139.02	124.42	29.10	135.50	0.00	0.00	0.00	447.05	1,402.95
Chk Total	75.00	0.00	2,139.02	0.00	0.00	0.00	0.00	2,139.02	124.42	29.10	135.50	0.00	0.00	0.00	447.05	1,402.95
Emp Total	75.00	0.00	2,139.02	0.00	0.00	0.00	0.00	2,139.02	124.42	29.10	135.50	0.00	0.00	0.00	447.05	1,402.95
1053	HUTTMANN, GARY D.															
CURR	75.00	0.00	6,346.16	0.00	384.62	0.00	0.00	6,346.16	401.96	94.01	781.13	0.00	0.00	0.00	247.51	4,821.55
Chk Total	75.00	0.00	6,346.16	0.00	384.62	0.00	0.00	6,346.16	401.96	94.01	781.13	0.00	0.00	0.00	247.51	4,821.55
Emp Total	75.00	0.00	6,346.16	0.00	384.62	0.00	0.00	6,346.16	401.96	94.01	781.13	0.00	0.00	0.00	247.51	4,821.55
1044	LAMBERT, CYNTHIA A.															
CURR	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96
Chk Total	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96
Emp Total	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96

Work Allocation Sheet

Employee # 1044

Cynthia Lambert

Pay Period: April 29 - May 10, 2019

Orig. Budget	Bar. Last Pay Period	Project	CODE	TOT HRS	M 29	T 30	W 1	T 2	F 3	M 6	T 7	W 8	F 9	New Bal.
150.0	85.0	100 General Office Management/Training	719100	0.5	0.5									84.5
100.0	0.0	500 Special Project Planning	719500	34.0	9.5	9.0	11.5	4.0						34.0
		FHWA PL '18/'19												
10.0	7.0	110 UPWP & Financial Management	819110	0.0										7.0
10.0	12.5	120 Certification	819120	0.0										12.5
180.0	7.0	130 Board & Committee Support	819130	0.0										7.0
100.0	5.5	400 LRTP	819400	0.0										5.5
85.0	0.0	500 Special Project Planning	819500	0.0										0.0
50.0	22.5	600 Interorg & Interagency Studies	819600	0.0										22.5
80.0	2.0	610 Interreg Transp Plan & Coord	819610	0.0										2.0
510.0	129.5	700 Community Outreach	819700	0.0										129.5
		FTA X013 Grant - Effective 10/1/18												
0.0	67.5	130 Board & Committee Support	619130	4.5							1.5	3.0		63.0
0.0	74.5	400 LRTP	619400	0.0										74.5
600.0	189.5	700 Community Outreach	619700	36.0			7.0	8.0	1.5	7.5	4.5	7.5		153.5
		Personal Leave	995100	0.0										
		Holiday Taken	995300	0.0										
		Floating Holiday	995800	0.0										
		Other		0.0										
1875.0	566.5	TOTAL		75.0	10.0	9.0	11.5	11.0	8.0	1.5	9.0	7.5	7.5	491.5

I hereby affirm that this record is a true and correct statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

Employee Cynthia Lambert Date 5-9-19

Executive or Department Director Wanda Smith Date 5/9/19

Payroll Register

ORLANDO URBAN AREA METROPOLITAN

Pay Period From: 04/29/2019 To: 05/10/2019 PR#: 10

CURR Includes TI Batches: 937,938,939

Run Date: 05/13/2019
Run Time: 8:00:00 am
Page 1 of 4

	Reg Hrs	OT Hrs	Reg Pay	OT Pay	Sp A	Sp B	Empr Hlth	Tot Pay	Soc Sec	Med	Federal	State	Local	Exp	Ded	Net Pay
1003 CASKEY, JR., JOSEPH K.																
CURR	75.00	0.00	3,987.14	0.00	0.00	0.00	0.00	3,987.14	225.65	52.77	281.67	0.00	0.00	0.00	354.20	3,072.85
Chk Total	75.00	0.00	3,987.14	0.00	0.00	0.00	0.00	3,987.14	225.65	52.77	281.67	0.00	0.00	0.00	354.20	3,072.85
Emp Total	75.00	0.00	3,987.14	0.00	0.00	0.00	0.00	3,987.14	225.65	52.77	281.67	0.00	0.00	0.00	354.20	3,072.85
1072 Davenport, Joseph H																
CURR	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	84.00	161.34	1,748.77
Chk Total	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	84.00	161.34	1,748.77
Emp Total	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	84.00	161.34	1,748.77
1052 GOLDFARB, CATHERINE J																
CURR	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
Chk Total	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
Emp Total	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
1019 HILL, ERIC T.																
CURR	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
Chk Total	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
Emp Total	75.00	0.00	4,442.31	0.00	0.00	0.00	0.00	4,442.31	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.87
1054 HORNE, MARY A.																
CURR	75.00	0.00	2,423.08	0.00	0.00	0.00	0.00	2,423.08	142.04	33.22	161.91	0.00	0.00	50.00	511.37	1,624.54
Chk Total	75.00	0.00	2,423.08	0.00	0.00	0.00	0.00	2,423.08	142.04	33.22	161.91	0.00	0.00	50.00	511.37	1,624.54
Emp Total	75.00	0.00	2,423.08	0.00	0.00	0.00	0.00	2,423.08	142.04	33.22	161.91	0.00	0.00	50.00	511.37	1,624.54
1053 HUTTMANN, GARY D.																
CURR	75.00	0.00	6,591.62	0.00	384.62	0.00	0.00	6,591.62	417.18	97.57	835.13	0.00	0.00	375.21	247.51	5,369.44
Chk Total	75.00	0.00	6,591.62	0.00	384.62	0.00	0.00	6,591.62	417.18	97.57	835.13	0.00	0.00	375.21	247.51	5,369.44
Emp Total	75.00	0.00	6,591.62	0.00	384.62	0.00	0.00	6,591.62	417.18	97.57	835.13	0.00	0.00	375.21	247.51	5,369.44
1044 LAMBERT, CYNTHIA A.																
CURR	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96
Chk Total	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96
Emp Total	75.00	0.00	3,358.37	0.00	0.00	0.00	0.00	3,358.37	205.24	48.00	456.95	0.00	0.00	0.00	267.22	2,380.96

Work Allocation Sheet

Employee # 1044

Pay Period: May 13 - May 24, 2019

Cynthia Lambert

Orig. Budget	Blk. Last Pay Period	Project	CODE	TOT HRS	M 13	T 14	W 15	T 16	F 17	M 20	T 21	W 22	T 23	F 24	New Bal.
150.0	84.5	MPO Local Funds '18/'19	719100	3.0	0.5									2.5	81.5
100.0	34.0	100 General Office Management/Training	719500	4.0	1.5	2.5									38.0
		500 Special Project Planning													
10.0	7.0	FHWA PL '18/'19	819110	0.5						0.5					6.5
10.0	17.5	110 UFVFP & Financial Management	819120	0.0											12.5
180.0	7.0	120 Certification	819130	0.0											7.0
100.0	5.5	130 Board & Committee Support	819400	0.0											5.5
85.0	0.0	-00 LRTP	819500	0.0											0.0
50.0	22.5	500 Special Project Planning	819500	0.0											22.5
80.0	2.0	600 Interorg & Interagency Studies	819600	0.0											2.0
510.0	129.5	610 Interorg Transp Plan & Coord	819610	0.0											129.5
		700 Community Outreach	819700	0.0											
		FTA X013 Grant - Effective 10/1/18													
0.0	63.0	130 Board & Committee Support	619130	13.0	1.5	1.0	3.5			2.0	1.0	4.0			50.0
0.0	74.5	-00 LRTP	619400	2.5		1.5					1.0				72.0
600.0	153.5	700 Community Outreach	619700	52.0	4.5	5.5	5.0	8.5		5.5	7.0	4.5	6.5	5.0	101.5
		Personal Leave	995100	0.0											
		Holiday Taken	995300	0.0											
		Floating Holiday	995800	0.0											
		Other		0.0											
1875.0	491.5	TOTAL:		75.0	8.0	10.5	8.5	8.5	0.0	8.0	9.0	8.5	6.5	7.5	416.5

I hereby affirm that this record is a true and correct statement of my hours and work activity.

I hereby certify that the entries on this record represent an accurate statement of time and activity, and authorize the hours reported to be processed for payment and the above activities to be charged.

Cynthia Lambert 5-23-19 Date

Virginia Clifton 5-23-19 Date
Executive for Department Director

Payroll Register

ORLANDO URBAN AREA METROPOLITAN

Pay Period From: 05/13/2019 To: 05/24/2019 PR#: 11
CURR Includes TI Batches: 940,941,942

Run Date: 05/28/2019
Run Time: 8:17:15 am
Page 1 of 4

	Reg Hrs	OT Hrs	Reg Pay	OT Pay	Sp A	Sp B	Empr Hlth	Tot Pay	Soc Sec	Med	Federal	State	Local	Exp	Ded	Net Pay
1003 CASKEY, JR., JOSEPH K.																
CURR	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
Chk Total	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
Emp Total	75.00	0.00	3,987.13	0.00	0.00	0.00	0.00	3,987.13	225.65	52.77	281.66	0.00	0.00	42.00	354.20	3,114.85
1072 Davenport, Joseph H																
CURR	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	0.00	161.34	1,664.77
Chk Total	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	0.00	161.34	1,664.77
Emp Total	75.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	139.45	32.61	267.83	0.00	0.00	0.00	161.34	1,664.77
1052 GOLDFARB, CATHERINE J																
CURR	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
Chk Total	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
Emp Total	75.00	0.00	2,015.20	0.00	0.00	0.00	0.00	2,015.20	124.38	29.09	178.84	0.00	0.00	0.00	9.00	1,673.89
1019 HILL, ERIC T.																
CURR	75.00	0.00	4,442.30	0.00	0.00	0.00	0.00	4,442.30	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.86
Chk Total	75.00	0.00	4,442.30	0.00	0.00	0.00	0.00	4,442.30	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.86
Emp Total	75.00	0.00	4,442.30	0.00	0.00	0.00	0.00	4,442.30	257.90	60.32	260.17	0.00	0.00	0.00	740.05	3,123.86
1054 HORNE, MARY A.																
CURR	75.00	0.00	3,173.09	0.00	0.00	0.00	0.00	3,173.09	188.54	44.09	238.41	0.00	0.00	83.82	623.87	2,162.00
Chk Total	75.00	0.00	3,173.09	0.00	0.00	0.00	0.00	3,173.09	188.54	44.09	238.41	0.00	0.00	83.82	623.87	2,162.00
Emp Total	75.00	0.00	3,173.09	0.00	0.00	0.00	0.00	3,173.09	188.54	44.09	238.41	0.00	0.00	83.82	623.87	2,162.00
1053 HUTTMANN, GARY D.																
CURR	75.00	0.00	6,346.15	0.00	384.62	0.00	0.00	6,346.15	401.96	94.01	781.12	0.00	0.00	0.00	247.51	4,821.55
Chk Total	75.00	0.00	6,346.15	0.00	384.62	0.00	0.00	6,346.15	401.96	94.01	781.12	0.00	0.00	0.00	247.51	4,821.55
Emp Total	75.00	0.00	6,346.15	0.00	384.62	0.00	0.00	6,346.15	401.96	94.01	781.12	0.00	0.00	0.00	247.51	4,821.55
1044 LAMBERT, CYNTHIA A.																
CURR	75.00	0.00	4,608.37	0.00	0.00	0.00	0.00	4,608.37	282.74	66.12	730.18	0.00	0.00	167.90	342.22	3,355.01
Chk Total	75.00	0.00	4,608.37	0.00	0.00	0.00	0.00	4,608.37	282.74	66.12	730.18	0.00	0.00	167.90	342.22	3,355.01
Emp Total	75.00	0.00	4,608.37	0.00	0.00	0.00	0.00	4,608.37	282.74	66.12	730.18	0.00	0.00	167.90	342.22	3,355.01

Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/10/2019
Run Time: 2:52:43 pm
Page 12 of 16

Current Month: 5/31/2019

Project# 38019 PL Funds Grant - FY 19

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
1053	HUTTMANN, GARY	5	3.50	296.15	0.00	0.00	101.76	397.91	132.03
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	16.95	16.95	5.62
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	10.16	10.16	3.37
1037	LOSCHIAVO, JASON	1	3.00	193.73	0.00	0.00	31.67	225.40	74.79
1068	MERCEDES, CRYSTAL	1	2.00	76.91	0.00	0.00	10.65	87.56	29.05
1061	ROSE, NIKHILA	1	0.00	0.00	0.00	0.00	3.91	3.91	1.30
1071	SMITH, LISA	1	4.00	113.15	0.00	0.00	150.61	263.76	87.52
1051	TRAUGER, ALEXANDER	2	10.50	484.62	0.00	0.00	56.81	541.43	179.65
1067	WHITTON, ELIZABETH	1	13.00	445.61	0.00	0.00	69.18	514.79	170.81
Element Total:			93.00	3,141.72	0.00	0.00	705.47	3,847.19	1,276.50
Element#	819200	200 System Monitoring							
1003	CASKEY, JR., JOSEPH	1	39.00	2,073.31	0.00	0.00	382.89	2,456.20	814.97
1019	HILL, ERIC	1	0.00	0.00	0.00	0.00	22.79	22.79	7.56
1069	LEPP, NICKALUS	1	2.00	118.11	0.00	0.00	28.33	146.44	48.59
1061	ROSE, NIKHILA	1	2.00	57.69	0.00	0.00	64.48	122.17	40.54
1051	TRAUGER, ALEXANDER	2	8.00	369.23	0.00	0.00	53.66	422.89	140.31
Element Total:			51.00	2,618.34	0.00	0.00	552.15	3,170.49	1,051.97
Element#	819220	220 Land Use Monitoring							
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	15.86	15.86	5.26
1061	ROSE, NIKHILA	1	0.00	0.00	0.00	0.00	36.78	36.78	12.20
Element Total:			0.00	0.00	0.00	0.00	52.64	52.64	17.47
Element#	819300	300 Transportation Improvement Program							
1003	CASKEY, JR., JOSEPH	1	0.00	0.00	0.00	0.00	182.82	182.82	60.66
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	49.37	49.37	16.38
1061	ROSE, NIKHILA	1	6.00	173.06	0.00	0.00	42.98	216.04	71.68
Element Total:			6.00	173.06	0.00	0.00	275.17	448.23	148.72

Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/10/2019
Run Time: 2:52:43 pm
Page 13 of 16

Current Month: 5/31/2019

Project# 38019 PL Funds Grant - FY 19

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	819400 400 Long Range Transportation Plan								
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	(9.95)	(9.95)	(3.30)
1003	CASKEY, JR., JOSEPH	1	4.00	212.65	0.00	0.00	44.21	256.86	85.23
1054	HORNE, MARY	1	0.00	0.00	0.00	0.00	1.08	1.08	0.36
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	5.51	5.51	1.83
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	7.80	7.80	2.59
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	135.24	135.24	44.87
1061	ROSE, NIKHILA	1	0.00	0.00	0.00	0.00	57.82	57.82	19.18
1051	TRAUGER, ALEXANDER	2	35.00	1,615.37	0.00	0.00	57.09	1,672.46	554.92
Element Total:			39.00	1,828.02	0.00	0.00	298.80	2,126.82	705.68
Element#	819500 500 Special Project Planning								
1054	HORNE, MARY	1	0.00	0.00	0.00	0.00	1.96	1.96	0.65
1053	HUTTMANN, GARY	5	12.00	1,015.39	0.00	0.00	488.72	1,504.11	499.06
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	25.53	25.53	8.47
1051	TRAUGER, ALEXANDER	2	79.00	3,646.14	0.00	0.00	512.78	4,158.92	1,379.93
Element Total:			91.00	4,661.53	0.00	0.00	1,028.99	5,690.52	1,888.11
Element#	819600 600 Intergovernmental & Interagency Studies								
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	(51.40)	(51.40)	(17.05)
1054	HORNE, MARY	1	2.50	71.30	0.00	0.00	19.98	91.28	30.29
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	62.37	62.37	20.69
1053	HUTTMANN, GARY	5	4.50	380.77	0.00	0.00	(12.87)	367.90	122.07
Employee Total									
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	49.50	430.27	142.76
1069	LEPP, NICKALUS	1	4.00	236.21	0.00	0.00	8.32	8.32	2.76
1016	LEWIS, VIRGINIA	1	22.50	1,343.36	0.00	0.00	41.59	277.80	92.17
Element Total:			33.50	2,031.64	0.00	0.00	275.73	2,307.37	765.59

Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/10/2019

Run Time: 2:52:43 pm

Current Month: 5/31/2019

Page 14 of 16

Project# 38019 PL Funds Grant - FY 19

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element#	819610 610 Interregional Transportation Planning								
1052	GOLDFARB, CATHERINE	1	0.00	0.00	0.00	0.00	0.36	0.36	0.12
1054	HORNE, MARY	1	12.50	396.28	0.00	0.00	63.82	460.10	152.66
1053	HUTTMANN, GARY	5	3.50	296.15	0.00	0.00	65.62	361.77	120.04
1044	LAMBERT, CYNTHIA	1	4.00	179.11	0.00	0.00	46.08	225.19	74.72
1069	LEPP, NICKALUS	1	7.00	413.37	0.00	0.00	71.84	485.21	160.99
1016	LEWIS, VIRGINIA	1	5.00	298.53	0.00	0.00	140.76	439.29	145.76
1071	SMITH, LISA	1	16.00	452.61	0.00	0.00	93.05	545.66	181.05
Element Total:			48.00	2,036.05	0.00	0.00	481.53	2,517.58	835.33
Element#	819700 700 Community Outreach								
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	(63.01)	(63.01)	(20.91)
1054	HORNE, MARY	1	32.00	1,033.85	0.00	0.00	261.01	1,294.86	429.63
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	183.81	183.81	60.99
Element Total:			32.00	1,033.85	0.00	0.00	381.81	1,415.66	469.72
Element#	819800 800 Land Use Planning								
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	26.17	26.17	8.68
1061	ROSE, NIKHILA	1	0.00	0.00	0.00	0.00	14.83	14.83	4.92
1051	TRAUGER, ALEXANDER	2	14.00	646.16	0.00	0.00	82.97	729.13	241.93
1067	WHITTON, ELIZABETH	1	4.00	137.11	0.00	0.00	24.70	161.81	53.69
Element Total:			18.00	783.27	0.00	0.00	148.67	931.94	309.22
Element#	819820 820 Transportation Systems Management & Ops								
1019	HILL, ERIC	1	0.00	0.00	0.00	0.00	226.16	226.16	75.04
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	1.50	1.50	0.50
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	7.70	7.70	2.55
1068	MERCEDES, CRYSTAL	1	144.50	5,671.85	0.00	0.00	1,046.08	6,717.93	2,229.01
1067	WHITTON, ELIZABETH	1	1.50	51.42	0.00	0.00	13.91	65.33	21.68

Salary, Leave and Fringe Detail by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/10/2019
Run Time: 2:52:43 pm
Page 11 of 16

Current Month: 5/31/2019

Project# 38019 PL Funds Grant - FY 19

Element	Description	Class	Hours	Regular Time	Over Time	Comp	Leave	Salary	Fringe
Element Total:									
Element#	819100	100 General Office Management							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	(631.68)	(631.68)	(209.59)
1072	Davenport, Joseph	1	12.00	362.56	0.00	0.00	77.30	439.86	145.95
1053	HUTTMANN, GARY	5	0.00	0.00	0.00	0.00	(1,593.19)	(1,593.19)	(528.62)
1037	LOSCHIAVO, JASON	1	57.75	3,729.22	0.00	0.00	640.79	4,370.01	1,449.97
1060	MORRIS, SALLY	1	37.50	913.56	0.00	0.00	229.85	1,143.41	379.38
Element Total:			107.25	5,005.34	0.00	0.00	(1,276.93)	3,728.41	1,237.09
Element Total:									
Element#	819110	110 UPWP & Financial Management							
1072	Davenport, Joseph	1	156.00	4,713.27	0.00	0.00	767.48	5,480.75	1,818.51
1044	LAMBERT, CYNTHIA	1	0.50	22.39	0.00	0.00	3.85	26.24	8.71
1037	LOSCHIAVO, JASON	1	0.00	0.00	0.00	0.00	183.41	183.41	60.86
1060	MORRIS, SALLY	1	0.00	0.00	0.00	0.00	7.89	7.89	2.62
Element Total:			156.50	4,735.66	0.00	0.00	962.63	5,698.29	1,890.69
Element Total:									
Element#	819120	120 Certification							
1003	CASKEY, JR., JOSEPH	1	0.00	0.00	0.00	0.00	5.33	5.33	1.77
1053	HUTTMANN, GARY	1	0.00	0.00	0.00	0.00	2.75	2.75	0.91
1053	HUTTMANN, GARY	5	0.00	0.00	0.00	0.00	(48.18)	(48.18)	(15.99)
Employee Total							(45.43)	(45.43)	(15.07)
1044	LAMBERT, CYNTHIA	1	0.00	0.00	0.00	0.00	6.89	6.89	2.29
1069	LEPP, NICKALUS	1	0.00	0.00	0.00	0.00	11.98	11.98	3.98
1016	LEWIS, VIRGINIA	1	0.00	0.00	0.00	0.00	2.96	2.96	0.98
1037	LOSCHIAVO, JASON	1	0.00	0.00	0.00	0.00	7.33	7.33	2.43
Element Total:			0.00	0.00	0.00	0.00	(10.94)	(10.94)	(3.63)
Element Total:									
Element#	819130	130 Board & Committee Support							
1001	BARLEY, HAROLD	5	0.00	0.00	0.00	0.00	(106.11)	(106.11)	(35.21)
1052	GOLDFARB, CATHERINE	1	57.00	1,531.55	0.00	0.00	359.88	1,891.43	627.58

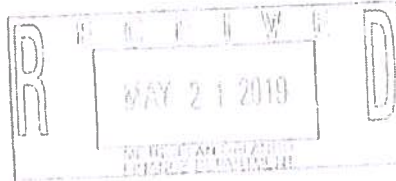
HDR ENGINEERING, INC.
315 EAST ROBINSON STREET, SUITE 400
ORLANDO, FL 32801
PHONE: 407-420-4200
FAX: 407-420-4242
MARK.SUAREZ@HDRINC.COM

INVOICE NUMBER: 1200192026

Task Work Order #: 1803

SEND INVOICE TO:

METROPLAN ORLANDO
FINANCE DEPARTMENT
250 S Orange Ave, Ste 200
ORLANDO, FL 32801



SEND REMITTANCE TO:

HDR, Inc.
PO Box 74008202
Chicago, IL 60674-8202

DATE: 5/13/2019

ACH: Bank of America
Account #: 35004076604
Transit #: 081000032

HDR PROJECT#: 10081586

PROJECT MANAGER: NICK LEPP

For Professional Services Rendered
Silver Star Road Complete Streets Corridor Study
(SEE ATTACHED INVOICE REPORT)

BILLING PERIOD:
04/01/2019-04/30/2019

TOTAL PROJECT:	\$ 272,936.04
PERCENTAGE OF COMPLETION:	97.00%
TOTAL EARNED TO DATE:	\$ 264,747.96
LESS AMOUNT PREVIOUSLY INVOICED:	\$ 259,289.24
AMOUNT DUE THIS INVOICE:	\$ 5,458.72

PRIME/SUBCONSULTANT ACTIVITY INVOICED:

	THIS PERIOD:	PARTICIPATION TO DATE:
<u>Non DBE Activity</u>		
PRIME (if Prime is not DBE)	\$ 5,458.72	\$ 255,397.09
NON DBE SUBNAME	\$	\$
NON DBE SUBNAME	\$	\$
TOTAL NON DBE:	\$ 5,458.72	\$ 255,397.09

	THIS PERIOD:	PARTICIPATION TO DATE:
<u>DBE Activity</u>		
DBE PRIME (if Prime is DBE)	\$	\$
DBE Traffic Engineering Data Solutions - (include DBE c	\$	\$ 9,350.87
DBE SUBNAME - (Include DBE classification)	\$	\$
TOTAL DBE:	\$	\$ 9,350.87

DBE PARTICIPATION PERCENTAGE: 0%

Submitted by: MARK SUAREZ

METROPLAN ORLANDO

Approved by:

 5/21/19



INVOICE REPORT NO. 16

Silver Star Road Complete Streets & Concept Development

Task Work Order No. 1803

Reporting Period April 1, 2019 through April 30, 2019

I. Statement of Overall Project Status (Schedule and Budget)

- The project is progressing **on schedule**.
- The project's financial status is progressing **on budget**.
- Additional detail for each item is also included for reference.

TASK 1.0 DEFINE THE PROBLEM

- Completed

Activities Planned for Next Month:

- Completed

Activities Completed in Previous Months:

- Held kick-off meeting at MetroPlan Orlando
- Submitted draft Public Involvement Plan
- Submitted Preliminary Alignment Alternatives Evaluation
- Continued coordination with local agencies and stakeholders.
- Met with City of Ocoee in December
- Submitted second draft of Public Involvement Plan
- Began drafting Planning Context Summary Report
- Submitted final Public Involvement Plan on February 6, 2018
- Held progress meeting with MetroPlan Orlando and City of Ocoee on February 7, 2018
- Submitted draft PVT list on February 8, 2018
- Coordinated meeting with City of Ocoee Public Works to discuss Preliminary Alignment Alternatives Evaluation, regional drainage plans, and any other items that may affect the study
- Submitted Planning Context Summary Report on May 7, 2018
- First Project Visioning Team meeting on May 10, 2018
- Submitted Existing Traffic Memorandum

TASK 2.0 DEFINE AND SELECT ALTERNATIVES

- Completed

Activities Planned for Next Month:

- Completed

Activities Completed in Previous Months:

- Met to discuss concept developments of each corridor and traffic analysis
- Met to discuss meeting schedules and public involvement activities

P A I D

MAY 23 2019

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- Continued coordination with local agencies and stakeholders.
- Continued work on Alternatives Evaluation Report
- Continued work on Concept Development
- Continued work on preferred alternative traffic analysis
- Held meeting with FDOT
- Submitted all documents for FDOT and City review, including Alternatives Evaluation Report
- Held follow-up meeting with FDOT
- Held EMO focused meeting with FDOT to determine next steps
- Started to develop costs per segment
- Sent overall concept exhibit on November 9, 2018
- Scheduled the Project Advisory Meeting #2 meeting and drafted invite.
- Held final PVT meeting on January 31, 2019
- Held public meeting on March 14, 2019

TASK 3.0 CORRIDOR PLAN & DESIGN CONCEPT

- Continued to refine implementation plan and segmentation
- Supported efforts for City Commission presentation and advisory group presentations

Activities Planned for Next Month:

- Submit draft of implementation plan

Activities Completed in Previous Months:

- Met with City of Ocoee on December 3, 2018 to discuss implementation strategies.
- Prepared segmentation exhibits and costs for each project phase. Submitted December 17, 2018

TASK 4.0 PROJECT MANAGEMENT

- On-going project maintenance

Activities Planned for Next Month:

- On-going project maintenance

Activities Completed in Previous Months:

- Internal project initiation completed
- Prepared Project Management Plan
- Prepared Quality Control Plan
- Prepared project schedule

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MAY 7 1 2019

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**PROGRESS SUMMARY BY PERCENT COMPLETE**

Task No.	Task Name	Percent Complete <i>Prior Period</i>	Percent Complete <i>This Period</i>	Percent Complete <i>Cumulative</i>
1.0	DEFINE THE PROBLEM	100.0%	0.0%	100.0%
2.0	DEFINE AND SELECT ALTERNATIVES	100.0%	5.0%	100.0%
3.0	CORRIDOR PLAN & DESIGN CONCEPT	72.0%	10.0%	82.0%
4.0	PROJECT MANAGEMENT	95.0%	2.0%	97.0%
	TOTAL	95.0%	2.0%	97.0%

P A I D

MAY 23 2019

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HDR

HDR - Task Work order: GPC1803 Silverstar Road (SR 438) Complete Streets Corridor Study

Invoice	Date	Amount	Check Date	Period	Element
1200093865	12/22/17	\$ 27,296.87	1/5/2018	10/06/17 - 11/25/17	818500
1200101104	2/7/18	\$ 13,635.36	2/9/2018	10/06/17 - 11/25/17	818500
1200106079	3/5/18	\$ 27,301.78	3/9/2018	02/01/18 - 02/28/18	818500
1200116533	4/24/18	\$ 27,293.60	5/4/2018	03/01/18 - 03/31/18	818500
1200122479	5/23/18	\$ 13,646.81	6/1/2018	04/01/18 - 04/30/18	818500
1200127274	6/18/18	\$ 13,646.80	6/22/2018	05/01/18 - 05/31/18	818500
1200132371	7/18/18	\$ 13,646.80	7/20/2018	06/01/18 - 06/30/18	818500
1200135818	8/9/18	\$ 19,105.52	9/7/2018	07/01/18 - 07/31/18	819500
1200144365	9/18/18	\$ 13,646.80	10/5/2018	08/01/18 - 08/31/18	819500
1200147130	10/23/18	\$ 8,188.08	10/26/2018	09/01/18 - 09/30/18	819500
1200155934	11/12/18	\$ 13,646.81	11/16/2018	10/01/18 - 10/31/18	819500
1200167652	1/15/19	\$ 13,646.80	1/18/2019	11/01/18 - 12/31/18	819500
1200171595	2/8/19	\$ 27,293.60	2/22/2019	01/01/2019-01/31/2019	819500
1200183194	4/4/19	\$ 13,646.80	4/12/2019	03/01/19-03/31/19	819500
1200192026	5/21/19	\$ 5,458.72	5/24/2019	04/01/19-04/30/19	819500

Total Paid: \$ 251,101.15

PO 2018-010 TWO GPC1803 \$ 272,936.04

Amount Remaining: \$ 21,834.89

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MAY 14 2019
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A REGIONAL TRANSPORTATION PARTNERSHIP

PURCHASE ORDER 2018-010

Date: 10-06-2017 HDR Engineering, Inc. Attn: Jeff Arms, Associate, Project Manager 315 East Robinson Street, Suite 400 Orlando, Florida 32801 Phone #: 407-420-4200 Fax #: 407-420-4242 e-mail: jeff.arms@hdrinc.com	Requestor: Jason Loschiavo Director of Finance & Administration Contact: Jason Loschiavo @ (407) 481-5672 ext. 310 Task Work Order No: GPC1803
---	---

Contract Item No.	Qty	Unit Cost	Unit	Description	Extended Cost
	1	\$272,936.04		SilverStar Road (SR 438) Complete Streets Corridor Study	\$ 272,936.04
				See attached Task Work Order No: GPC1803	
				Sales Tax Exempt #85-8012685754C-7 TAX	EXEMPT
				TOTAL	\$ 272,936.04

Special Instructions: Bill & Ship To
METROPLAN ORLANDO
Park Building
250 South Orange Avenue, Suite 200
ORLANDO, FL 32801-3443


Director of Finance & Administration

Vendor: HDR Engineering, Inc.	P.O. #: 2018-010
Date Ordered: 10/06/2017	By: Jason Loschiavo
Please Check One:	
GL Code: 63000	Task Completed by:
Element: 818500	
UPWP Task: 500 Special Project Planning	

P A I D
METROPLAN ORLANDO

MetroPlan Orlando [ACH DEPOSIT ADVICE • NOT NEGOTIABLE]
DIRECT DEPOSIT ACKNOWLEDGEMENT STATEMENT • DIRECT DEPOSIT DISTRIBUTION

055901

6018 HDR, Inc

Date	Vt #	Description	Amount
5/20/2019	10952	Task Work Order #GPC1803 - Silver Star Rd Complete Streets Corridor Study for period 4/ Invoice#:1200192026	5,458.72
5/20/2019	10953	Task Work Order #GPC1809 - Misc On-Demand Technical Support for period 2/1/19-4/30/ Invoice#:1200192732	1,550.00
Check Date: 05/23/2019			Total 7,008.72



MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801
(407) 481-5672

SUNTRUST BANK

055901

Accounts Payable Direct Deposit Effective: 05/23/2019

Direct Deposit# -693

7,008.72

HDR, Inc
P.O. Box 74008202
Chicago IL 60674-8202

NOT A VALID CHECK
FOR CONFIRMATION OF DIRECT DEPOSIT ONLY

Payment Voucher

ORLANDO URBAN AREA METROPOLITAN

Posting Period: 5/31/2019 ✓

Batch #: 916 Check Date 5/23/19 ✓

Vendor: 6018 HDR, Inc ✓
P.O. Box 74008202
Chicago IL 60674-8202

Run Date: 05/22/2019

Run Time: 8:06:19 am

Page 1 of 1

Voucher Date: 05/20/2019

Due Date: 05/23/2019 ✓

Voucher #: 10952 ✓

Amount: 5,458.72 ✓

Description: Task Work Order #GPC1803 - Silver Star Rd Complete Streets Corridor Study for period 4/1/19-4/30/19 ✓

Invoice#: 1200192026 ✓

Element	Description	Project	GL Code	Description	PO #	Amount
819500	500 Special Project Planning	38019	63000	Consultants	0	5,458.72 ✓

P A I D

Total: MAY 22 2019 5,458.72 ✓

Prepared by: 

Approved by: 

Payment Date: _____

Date: 5-22-19
METROPLAN ORLANDO

Date: 5/22/19

Check number: _____

NEGOTIATED INDIRECT COST RATE AGREEMENT (Revised 10.30.2019)

Between
MetroPlan Orlando
And

The Florida Department of Transportation

This agreement is made and entered into by MetroPlan Orlando and the State of Florida, by and through its Department of Transportation (FDOT). The fixed indirect cost application rates contained in this agreement are for use by MetroPlan Orlando on grants and contracts with FDOT to which 2 CFR Part 200 applies, subject to the limitations contained in Section 2.A. of this agreement. The rates in this agreement were negotiated between MetroPlan Orlando and FDOT in accordance with the authority contained in 2 CFR Part 200, Appendix VII.

Section 1 Indirect Reimbursement Rates

- A. **Rates.** The negotiated and approved fixed indirect cost application rate approved for State fiscal year 2019/2020 on May 1, 2019 is being adjusted after the close out of Fiscal Year 2019 and indirect cost rate adjustments.
- B. **Applicability and Effective Period.** This agreement is applicable to all programs not specifically exempted by law. The indirect rate shall be applied to MetroPlan Orlando's direct salaries and fringe benefits as follows:
- From July 1, 2019 to October 31, 2019 the rate is 17.84%
 - The revised rate as of November 1, 2019 is 19.10%
 - The new rate is applied on a year to date basis.
- C. **Fringe Benefit Rates.** The approved fringe benefit rate to be applied:
- From July 1, 2019 to October 31, 2019 the rate is 33.11%
 - The revised rate as of November 1, 2019 is 32.31%
 - The new rate is applied on a year to date basis.

Section 2 General


- A. **Limitations.** Use and application of the rates contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rates agreed to herein is predicated upon the conditions: (1) That no costs other than those incurred by MetroPlan Orlando or allocated via an approved Central Service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of MetroPlan Orlando and allowable under the governing cost principles; (2) That the same costs that have been treated as indirect costs have not been claimed as direct costs; (3) That similar types of costs have been accorded consistent treatment, and (4) That the information provided by MetroPlan Orlando which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially


inaccurate. Should these conditions be breached, the rates will be subject to renegotiation at the discretion of the FDOT.

- B. **Audit.** Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in subsequent negotiation.
- C. **Accounting Changes.** The fixed rates contained in this agreement were based on the organizational structure and the accounting system (Grants Management Systems) in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rates in this agreement require prior approval of the FDOT. Failure to obtain such approval may result in subsequent audit disallowances.
- D. **Fixed Rates.** The fixed rates contained in this agreement were based on an estimate of the costs which will be incurred during the period of the State fiscal year ending June 30, 2020. When the actual costs for such period have been determined, an adjustment will be made to the actual billed indirect expenses during the 2020-2021 fiscal year to account for the difference in the indirect billed and the indirect incurred.
- E. **Notification to Federal Agencies.** Copies of this document may be provided to other Federal offices as a means of notifying them of this agreement.
- F. **Special Remarks.** If any Federal contract, grant, or other agreement is reimbursing indirect costs by means other than the rates displayed in this agreement, MetroPlan Orlando shall notify the FDOT.

BY MetroPlan Orlando:

The Florida Department of Transportation


Jason S. Loschiavo, CPA
Director of Finance & Administration


Robin M. Naitove, CPA
Comptroller

10/30/19

Date

10/30/19

Date



250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

June 12, 2019
Via electronic mail

Ms. Mary Schoelzel
Principal Planner
Florida Department of Transportation
719 South Woodland Boulevard
DeLand, FL 32720

SUBJECT: FY '19 FHWA PL Funds, Traffic Signal Retiming, Multimodal Network Connectivity
FAP# PL-0087(54)A
FM#439332-2-14-01(02)
Contract #GOW38
Invoice #11

Dear Ms. Schoelzel:

Attached are the following documents for your further processing:

- Grant Invoice for May 2019.
- Revenue and Expenditure Reports by Element for May 2019 for the PL Funds and Traffic Signal Retiming Grants.
- Monthly Progress Report for the month of May 2019.

Please note the invoice start date is February 1 due to an invoice being paid that had a coverage period beginning of February 2019.

We trust these attachments are complete, but should you need anything further, please contact Jason Loschiavo at (407) 481-5672, ext. 310.

Sincerely,


Gary Huttman
Executive Director

Enclosures

Metropolitan Planning Organization

250 South Orange Avenue, Suite 200
Orlando, Florida 32801 3443

Tel (407) 481 5672
Fax (407) 481 5680

Bill To:

Florida Department of Transportation
Office of Policy Planning
605 Suwannee Street
Tallahassee, FL 32399 0450
Tel: (850) 414 4900 Fax: (850) 414 4876
Email: Planning@dot.state.fl.us

Invoice No.: G0W38-11
Invoice Period: 2/01/2019 - 5/31/2019
Contract No.: G0W38
Revision No.: 2

Invoice Amounts by FPN
439332-2-14-01: 165,544.66
439332-2-14-02: 155,747.63
439332-2-14-03: -
Total Invoice Amount: \$ 321,292.29

Current Authorization Amount by FPN
439332-2-14-01: 2,448,446.00
439332-2-14-02: 1,715,759.00
439332-2-14-03: 100,000.00

2018/2019 Unified Planning Work Program Task	FHWA (PL) Current Amount Due	FHWA (SU) Current Amount Due	FHWA (TS) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 100 - General Office Management	5,763.96			5,763.96	221,140.21	226,907.00	2.83
Task 110 - UPWP & Financial Management	8,809.29			8,809.29	97,802.27	125,077.00	18,465.44
Task 120 - Certification	(16.91)			(16.91)	12,621.41	19,269.00	6,664.50
Task 130 - Board & Committee Support	5,947.59			5,947.59	98,652.93	138,199.00	33,598.48
Task 200 - System Monitoring	4,901.43			4,901.43	189,708.90	314,501.00	119,890.67
Task 220 - Land Use Monitoring					13,236.16	13,238.00	1.84
Task 300 - Transportation Improvement Program	692.94			692.94	81,087.61	133,751.00	51,970.45
Task 400 - Long-Range Transportation Plan	3,287.96			3,287.96	78,108.42	195,973.00	114,576.62
Task 500 - Special Project Planning	31,913.89			31,913.89	179,959.01	434,590.00	222,717.10
Task 600 - Intergovernmental & Interagency Studies	3,567.10			3,567.10	47,873.10	117,284.00	65,843.80
Task 610 - Interregional Transportation Planning & Coordination	3,892.05			3,892.05	52,669.03	56,587.00	25.92
Task 700 - Community Outreach	2,188.54			2,188.54	82,248.90	86,784.00	2,346.56
Task 800 - Land Use Planning	1,440.75			1,440.75	14,015.25	21,808.00	6,352.00
Task 820 - Transportation Systems Management & Operations	46,617.96	41,027.11		87,645.07	254,206.61	749,076.00	407,174.32
Task 821 - Traffic Signal Retiming	2,505.47	114,770.52		117,275.99	1,024,236.28	1,286,248.00	144,785.73
Task 830 - Goods Movement Planning	5,012.88			5,012.88	24,735.86	33,450.00	3,701.26
Task 840 - Smart Growth Planning	818.57			818.57	6,377.15	37,417.00	30,221.28
Task 860 - Air Quality Planning	129.66			129.66	1,590.83	7,771.00	6,050.51
Task 870 - Bicycle & Pedestrian Planning	35,764.01			35,764.01	204,077.17	244,327.00	4,485.82
Task 880 - Highway Planning	2,307.52			2,307.52	12,344.11	21,998.00	7,346.37
Totals: \$	165,544.66	\$ 155,747.63	\$ -	\$ 321,292.29	\$ 2,696,691.21	\$ 4,264,205.00	\$ 1,246,221.50

Request for Payment Certification as Required by 2 CFR 200.415:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements

Supporting Documentation is on file at: ☒ MPO ☐ District

(MPO) Authorized Official Signature:

Printed Name

Gary Huthmann

Gary Huthmann

Date:

06/13/19

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Period 7/1/2018 to 5/31/2019

Run Date: 06/05/2019

Run Time: 7:58:08 am

Page 2 of 26

34119 SU Projects FY 19

Project Period 7/1/2018 to 6/30/2019

Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
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Revenues

40000	Federal Grant Revenue	1,715,759.00	0.00	0.00	1,081,227.02	1,081,227.02	634,531.98	63.02 %
	Revenues	1,715,759.00	0.00	0.00	1,081,227.02	1,081,227.02	634,531.98	63.02 %
	Balance:	1,715,759.00	0.00	0.00	1,081,227.02	1,081,227.02		

319820 820 Transportation Systems Management & Operations

Expenses

50000	Salaries	94,435.00	0.00	12,326.81	55,202.94	55,202.94	39,232.06	58.46 %
50500	Fringe Benefits	31,337.00	0.00	4,090.04	18,316.34	18,316.34	13,020.66	58.45 %
59700	Indirect Costs	20,221.00	0.00	2,639.83	11,821.90	11,821.90	8,399.10	58.46 %
63000	Consultants	300,000.00	0.00	21,970.43	21,970.43	21,970.43	278,029.57	7.32 %
	Expenses	445,993.00	0.00	41,027.11	107,311.61	107,311.61	338,681.39	24.06 %
	Balance:	(445,993.00)	0.00	(41,027.11)	(107,311.61)	(107,311.61)		

319821 821 Traffic Signal Retiming

Expenses

63000	Consultant's	1,269,766.00	0.00	114,720.52	1,129,663.04	1,129,663.04	140,102.96	88.97 %
	Expenses	1,269,766.00	0.00	114,720.52	1,129,663.04	1,129,663.04	140,102.96	88.97 %
	Balance:	(1,269,766.00)	0.00	(114,720.52)	(1,129,663.04)	(1,129,663.04)		
	Project Revenues:	1,715,759.00	0.00	0.00	1,081,227.02	1,081,227.02	634,531.98	63.02 %
	Project Expenses:	1,715,759.00	0.00	155,747.63	1,236,974.65	1,236,974.65	478,784.35	72.09 %
	Project Balance:	0.00	0.00	(155,747.63)	(155,747.63)	(155,747.63)		

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/05/2019

Run Time: 7:58:08 am

Page 21 of 26

Period 7/1/2018 to 5/31/2019

38019 PL Funds Grant - FY 19		Project Period 7/1/2018 to 6/30/2019						
Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
Revenues								
40000	Federal Grant Revenue	2,448,446.00	0.00	0.00	1,599,864.19	1,599,864.19	848,581.81	65.34 %
	Revenues	2,448,446.00	0.00	0.00	1,599,864.19	1,599,864.19	848,581.81	65.34 %
	Balance:	2,448,446.00	0.00	0.00	1,599,864.19	1,599,864.19		
819100 100 General Office Management								
Expenses								
50000	Salaries	146,771.00	0.00	3,728.41	146,772.96	146,772.96	(1.96)	100.00 %
50500	Fringe Benefits	48,705.00	0.00	1,237.09	48,699.27	48,699.27	5.73	99.99 %
59700	Indirect Costs	31,431.00	0.00	798.46	31,431.94	31,431.94	(0.94)	100.00 %
	Expenses	226,907.00	0.00	5,763.96	226,904.17	226,904.17	2.83	100.00 %
	Balance:	(226,907.00)	0.00	(5,763.96)	(226,904.17)	(226,904.17)		
819110 110 UPWP & Financial Management								
Expenses								
50000	Salaries	73,143.00	0.00	5,698.29	61,199.49	61,199.49	11,943.51	83.67 %
50500	Fringe Benefits	24,272.00	0.00	1,890.69	20,305.99	20,305.99	3,966.01	83.66 %
59700	Indirect Costs	15,662.00	0.00	1,220.31	13,106.08	13,106.08	2,555.92	83.68 %
60400	Audit Fees	12,000.00	0.00	0.00	12,000.00	12,000.00	0.00	100.00 %
	Expenses	125,077.00	0.00	8,809.29	106,611.56	106,611.56	18,465.44	85.24 %
	Balance:	(125,077.00)	0.00	(8,809.29)	(106,611.56)	(106,611.56)		
819120 120 Certification								
Expenses								
50000	Salaries	12,464.00	0.00	(10.94)	8,153.22	8,153.22	4,310.78	65.41 %
50500	Fringe Benefits	4,136.00	0.00	(3.63)	2,705.24	2,705.24	1,430.76	65.41 %
59700	Indirect Costs	2,669.00	0.00	(2.34)	1,746.04	1,746.04	922.96	65.42 %
	Expenses	19,269.00	0.00	(16.91)	12,604.50	12,604.50	6,664.50	65.41 %
	Balance:	(19,269.00)	0.00	16.91	(12,604.50)	(12,604.50)		
819130 130 Board & Committee Support								
Expenses								
50000	Salaries	89,393.00	0.00	3,847.19	67,660.84	67,660.84	21,732.16	75.69 %
50500	Fringe Benefits	29,664.00	0.00	1,276.50	22,449.87	22,449.87	7,214.13	75.68 %

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Period 7/1/2018 to 5/31/2019

Run Date: 06/05/2019

Run Time: 7:58:08 am

Page 22 of 26

38019 PL Funds Grant - FY 19

Project Period 7/1/2018 to 6/30/2019

Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
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819130 130 Board & Committee Support

59700	Indirect Costs	19,142.00	0.00	823.90	14,489.81	14,489.81	4,652.19	75.70 %
	Expenses	138,199.00	0.00	5,947.59	104,600.52	104,600.52	33,598.48	75.69 %
	Balance:	(138,199.00)	0.00	(5,947.59)	(104,600.52)	(104,600.52)		

819200 200 System Monitoring

Expenses

50000	Salaries	45,021.00	0.00	3,170.49	36,586.05	36,586.05	8,434.95	81.26 %
50500	Fringe Benefits	14,940.00	0.00	1,051.97	12,139.25	12,139.25	2,800.75	81.25 %
59700	Indirect Costs	9,640.00	0.00	678.97	7,835.03	7,835.03	1,804.97	81.28 %
63000	Consultants	144,900.00	0.00	0.00	122,450.00	122,450.00	22,450.00	84.51 %
	Expenses	214,501.00	0.00	4,901.43	179,010.33	179,010.33	35,490.67	83.45 %
	Balance:	(214,501.00)	0.00	(4,901.43)	(179,010.33)	(179,010.33)		

819220 220 Land Use Monitoring

Expenses

50000	Salaries	8,562.00	0.00	0.00	8,561.81	8,561.81	0.19	100.00 %
50500	Fringe Benefits	2,842.00	0.00	0.00	2,840.81	2,840.81	1.19	99.96 %
59700	Indirect Costs	1,834.00	0.00	0.00	1,833.54	1,833.54	0.46	99.97 %
	Expenses	13,238.00	0.00	0.00	13,236.16	13,236.16	1.84	99.99 %
	Balance:	(13,238.00)	0.00	0.00	(13,236.16)	(13,236.16)		

819300 300 Transportation Improvement Program

Expenses

50000	Salaries	73,578.00	0.00	448.23	41,722.18	41,722.18	31,855.82	56.70 %
50500	Fringe Benefits	24,417.00	0.00	148.72	13,843.42	13,843.42	10,573.58	56.70 %
59700	Indirect Costs	15,756.00	0.00	95.99	8,934.95	8,934.95	6,821.05	56.71 %
60500	Computer Operations	20,000.00	0.00	0.00	17,280.00	17,280.00	2,720.00	86.40 %
	Expenses	133,751.00	0.00	692.94	81,780.55	81,780.55	51,970.45	61.14 %
	Balance:	(133,751.00)	0.00	(692.94)	(81,780.55)	(81,780.55)		

819400 400 Long Range Transportation Plan

Expenses

50000	Salaries	58,846.00	0.00	2,126.82	52,651.25	52,651.25	6,194.75	89.47 %
50500	Fringe Benefits	19,527.00	0.00	705.68	17,469.69	17,469.69	2,057.31	89.46 %
59700	Indirect Costs	12,600.00	0.00	455.46	11,275.44	11,275.44	1,324.56	89.49 %

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/05/2019

Run Time: 7:58:08 am

Page 23 of 26

Period 7/1/2018 to 5/31/2019

38019 PL Funds Grant - FY 19		Project Period		7/1/2018	to	6/30/2019		
Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
819400 400 Long Range Transportation Plan								
60500	Computer Operations	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00 %
63000	Consultants	90,000.00	0.00	0.00	0.00	0.00	90,000.00	0.00 %
	Expenses	195,973.00	0.00	3,287.96	81,396.38	81,396.38	114,576.62	41.53 %
	Balance:	(195,973.00)	0.00	(3,287.96)	(81,396.38)	(81,396.38)		
819500 500 Special Project Planning								
Expenses								
50000	Salaries	17,833.00	0.00	5,690.52	14,954.13	14,954.13	2,878.87	83.86 %
50500	Fringe Benefits	5,918.00	0.00	1,888.12	4,961.78	4,961.78	956.22	83.84 %
59700	Indirect Costs	3,819.00	0.00	1,218.64	3,202.47	3,202.47	616.53	83.86 %
63000	Consultants	407,020.00	0.00	23,116.61	188,754.52	188,754.52	218,265.48	46.37 %
	Expenses	434,590.00	0.00	31,913.89	211,872.90	211,872.90	222,717.10	48.75 %
	Balance:	(434,590.00)	0.00	(31,913.89)	(211,872.90)	(211,872.90)		
819600 600 Intergovernmental & Interagency Studies								
Expenses								
50000	Salaries	75,865.00	0.00	2,307.37	33,274.09	33,274.09	42,590.91	43.86 %
50500	Fringe Benefits	25,174.00	0.00	765.60	11,040.35	11,040.35	14,133.65	43.86 %
59700	Indirect Costs	16,245.00	0.00	494.13	7,125.76	7,125.76	9,119.24	43.86 %
	Expenses	117,284.00	0.00	3,567.10	51,440.20	51,440.20	65,843.80	43.86 %
	Balance:	(117,284.00)	0.00	(3,567.10)	(51,440.20)	(51,440.20)		
819610 610 Interregional Transportation Planning								
Expenses								
50000	Salaries	36,601.00	0.00	2,517.58	36,586.54	36,586.54	14.46	99.96 %
50500	Fringe Benefits	12,147.00	0.00	835.33	12,139.41	12,139.41	7.59	99.94 %
59700	Indirect Costs	7,839.00	0.00	539.14	7,835.13	7,835.13	3.87	99.95 %
	Expenses	56,587.00	0.00	3,892.05	56,561.08	56,561.08	25.92	99.95 %
	Balance:	(56,587.00)	0.00	(3,892.05)	(56,561.08)	(56,561.08)		
819700 700 Community Outreach								
Expenses								
50000	Salaries	56,138.00	0.00	1,415.66	54,618.36	54,618.36	1,519.64	97.29 %
50500	Fringe Benefits	18,629.00	0.00	469.71	18,122.37	18,122.37	506.63	97.28 %
59700	Indirect Costs	12,017.00	0.00	303.17	11,696.71	11,696.71	320.29	97.33 %

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/05/2019

Run Time: 7:58.08 am

Page 24 of 26

Period 7/1/2018 to 5/31/2019

38019 PL Funds Grant - FY 19		Project Period 7/1/2018 to 6/30/2019						
Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
819700 700 Community Outreach								
	Expenses	86,784.00	0.00	2,188.54	84,437.44	84,437.44	2,346.56	97.30 %
	Balance	(86,784.00)	0.00	(2,188.54)	(84,437.44)	(84,437.44)		
819800 800 Land Use Planning								
Expenses								
50000	Salaries	14,106.00	0.00	931.94	9,997.71	9,997.71	4,108.29	70.88 %
50500	Fringe Benefits	4,681.00	0.00	309.22	3,317.24	3,317.24	1,363.76	70.87 %
59700	Indirect Costs	3,021.00	0.00	199.59	2,141.05	2,141.05	879.95	70.87 %
	Expenses	21,808.00	0.00	1,440.75	15,456.00	15,456.00	6,352.00	70.87 %
	Balance:	(21,808.00)	0.00	(1,440.75)	(15,456.00)	(15,456.00)		
819820 820 Transportation Systems Management & Ops								
Expenses								
50000	Salaries	98,989.00	0.00	7,018.62	95,674.95	95,674.95	3,314.05	96.65 %
50500	Fringe Benefits	32,848.00	0.00	2,328.78	31,744.95	31,744.95	1,103.05	96.64 %
59700	Indirect Costs	21,196.00	0.00	1,503.06	20,489.12	20,489.12	706.88	96.67 %
63000	Consultants	150,000.00	0.00	35,767.50	86,631.05	86,631.05	63,368.95	57.75 %
	Expenses	303,033.00	0.00	46,617.96	234,540.07	234,540.07	68,492.93	77.40 %
	Balance:	(303,033.00)	0.00	(46,617.96)	(234,540.07)	(234,540.07)		
819821 821 Traffic Signal Retiming								
Expenses								
50000	Salaries	10,661.00	0.00	1,620.66	7,632.33	7,632.33	3,028.67	71.59 %
50500	Fringe Benefits	3,538.00	0.00	537.74	2,532.41	2,532.41	1,005.59	71.58 %
59700	Indirect Costs	2,283.00	0.00	347.07	1,634.49	1,634.49	648.51	71.59 %
	Expenses	16,482.00	0.00	2,505.47	11,799.23	11,799.23	4,682.77	71.59 %
	Balance:	(16,482.00)	0.00	(2,505.47)	(11,799.23)	(11,799.23)		
819830 830 Goods Movement Planning								
Expenses								
50000	Salaries	21,637.00	0.00	3,242.58	19,242.97	19,242.97	2,394.03	88.94 %
50500	Fringe Benefits	7,180.00	0.00	1,075.89	6,384.82	6,384.82	795.18	88.93 %
59700	Indirect Costs	4,633.00	0.00	694.41	4,120.95	4,120.95	512.05	88.95 %
	Expenses	33,450.00	0.00	5,012.88	29,748.74	29,748.74	3,701.26	88.93 %

Revenue and Expenditure Report by Element

ORLANDO URBAN AREA METROPOLITAN

Run Date: 06/05/2019

Run Time: 7:58:08 am

Page 25 of 26

Period 7/1/2018 to 5/31/2019

38019 PL Funds Grant - FY 19		Project Period		7/1/2018	to	6/30/2019		
Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
Balance:		(33,450.00)	0.00	(5,012.88)	(29,748.74)	(29,748.74)		
819840 840 Smart Growth Planning								
Expenses								
50000	Salaries	8,032.00	0.00	529.49	4,654.55	4,654.55	3,377.45	57.95 %
50500	Fringe Benefits	2,665.00	0.00	175.69	1,544.38	1,544.38	1,120.62	57.95 %
59700	Indirect Costs	1,720.00	0.00	113.39	996.79	996.79	723.21	57.95 %
63000	Consultants	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00 %
	Expenses	37,417.00	0.00	818.57	7,195.72	7,195.72	30,221.28	19.23 %
Balance:		(37,417.00)	0.00	(818.57)	(7,195.72)	(7,195.72)		
819860 860 Air Quality Planning								
Expenses								
50000	Salaries	5,027.00	0.00	83.87	1,112.90	1,112.90	3,914.10	22.14 %
50500	Fringe Benefits	1,668.00	0.00	27.83	369.26	369.26	1,298.74	22.14 %
59700	Indirect Costs	1,076.00	0.00	17.96	238.33	238.33	837.67	22.15 %
	Expenses	7,771.00	0.00	129.66	1,720.49	1,720.49	6,050.51	22.14 %
Balance:		(7,771.00)	0.00	(129.66)	(1,720.49)	(1,720.49)		
819870 870 Bicycle & Pedestrian Planning								
Expenses								
50000	Salaries	75,504.00	0.00	10,169.39	72,603.22	72,603.22	2,900.78	96.16 %
50500	Fringe Benefits	25,055.00	0.00	3,374.20	24,089.74	24,089.74	965.26	96.15 %
59700	Indirect Costs	16,168.00	0.00	2,177.80	15,548.22	15,548.22	619.78	96.17 %
63000	Consultants	127,600.00	0.00	20,042.62	127,600.00	127,600.00	0.00	100.00 %
	Expenses	244,327.00	0.00	35,764.01	239,841.18	239,841.18	4,485.82	98.16 %
Balance:		(244,327.00)	0.00	(35,764.01)	(239,841.18)	(239,841.18)		
819880 880 Highway Planning								
Expenses								
50000	Salaries	14,229.00	0.00	1,492.62	9,477.41	9,477.41	4,751.59	66.61 %
50500	Fringe Benefits	4,722.00	0.00	495.25	3,144.60	3,144.60	1,577.40	66.59 %
59700	Indirect Costs	3,047.00	0.00	319.65	2,029.62	2,029.62	1,017.38	66.61 %
	Expenses	21,998.00	0.00	2,307.52	14,651.63	14,651.63	7,346.37	66.60 %
Balance:		(21,998.00)	0.00	(2,307.52)	(14,651.63)	(14,651.63)		

Revenue and Expenditure Report by Element

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Page 26 of 26

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38019 PL Funds Grant - FY 19

Project Period 7/1/2018 to 6/30/2019

Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
Project Revenues:		2,448,446.00	0.00	0.00	1,599,864.19	1,599,864.19	848,581.81	65.34 %
Project Expenses:		2,448,446.00	0.00	165,544.66	1,765,408.85	1,765,408.85	683,037.15	72.10 %
Project Balance:		0.00	0.00	(165,544.66)	(165,544.66)	(165,544.66)		
Report Total:				(515,633.04)	(145,823.24)			



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Monthly Progress Report May 2019

Subject: FY 2018/19 Orlando Urban Area Unified Planning Work Program (UPWP)

Purpose: This Monthly Progress Report is designed to report on the status of the Unified Comprehensive and Cooperative Planning Program currently in progress in the Orlando Urban Area. The Report contains information on the activities that occurred for the UPWP task items for which invoices were submitted during May 2019. The objective and anticipated product for each task item is included in the FY 2018/19 UPWP, which is on file with FHWA and FTA.

Part I. Work Completed

FHWA-Funded Task Items – PL-0087(54)A

FM# 439332-1-14-01 - Project 38018

100 General Office Management

During May 2019, staff continued to ensure that a continuing, cooperative and comprehensive transportation planning process is maintained in the Orlando Urbanized Area and that the responsibilities of MetroPlan Orlando, as the Orlando Urbanized Area MPO, are performed in a professional manner. This effort included improving organizational efficiency and effectiveness, providing for the continued development of a comprehensive human resources management system that includes accounting for work hours, benefits programs, payroll, retirement program and performance appraisals, and providing for the capital and operating costs related to office operations, primarily the purchase and maintenance of necessary equipment, and to provide for general office duties and customer service activities. In addition, staff remained current with the latest planning tools, techniques and procedures through review of literature, attendance at workshops, seminars and conferences and/or the completion of college courses. Staff met with other staff members on project-specific issues and schedules and attended weekly management team meetings.

110 UPWP & Financial Management

During May 2019, staff monitored the implementation of the Unified Planning Work Program (UPWP).

130 Board & Committees Support

During May 2019, staff provided administrative support to the MetroPlan Orlando Board and to the advisory committees. This support included publishing and distributing meeting agendas, transcribing meeting minutes, scheduling future

meetings, maintaining committee rosters and bylaws, and other such activities necessary for the MetroPlan Orlando Board and its committees to conduct their business and comply with Federal and State requirements. Staff attended the following meetings pertaining to this task item:

5/2 MAC
5/8 Board
5/22 CAC
5/24 TSMO
5/24 TAC

200 *System Monitoring*

During May 2019, work occurred on the following items pertaining to this task item:

- Rankings for Performance Based Project Priority List
- Maintenance of Project Application Tool
- Coordination with FDOT on programming TMA funds
- Utilizing Streetlight to collect data on existing roadway system for prioritization and performance monitoring.
- Coordination with Orange County Student Pedestrian Safety Committee for certifying the hazardous walking conditions in relation to Orange County Public Schools.

300 *Transportation Improvement Program*

During May 2019, staff continued compiling the new FY 2019/20 – 2023/24 TIP using FDOT's Tentative Five Year Work Program and presented a preview of the TIP at the CAC meeting on May 22nd and the TSMO and TAC meetings on May 24th.

400 *Year 2040 Long Range Transportation Plan Update*

During May 2019, staff continued the ongoing maintenance of the 2040 LRTP. Staff modified the 2040 LRTP for Transit Asset Management. Staff continued coordination with FDOT relating to the development of the regional planning model (CFRPM) and the preparation of base year socioeconomic data. Staff also continued work in developing the scope of work for the 2045 plan update and initiated TWOs for an interactive map platform.

500 *Special Project Planning*

During May 2019, work occurred on the following items pertaining to this task item:

- Continue working with Orange County and the cities of Orlando and Winter Park on the Corrine Drive Complete Streets Study; the public workshop held on May 1st and the public comment period.
- Completed and reviewing draft final documents for Silver Star Corridor Study.
- Kicked off the safety improvement program and initiated scoping process for corridor safety planning studies on critical high crash corridors.

- Established safety improvement program and kicked off phase one of the corridor safety planning studies, focusing on critical high pedestrian fatality corridors.

The following invoices were paid to:

- HDR, Inc. for services rendered for the Silver Star Rd Complete Streets Corridor Study for the period of 4/1/19 - 4/30/19.
- HDR, Inc. for miscellaneous on-demand technical support services for the period of 2/1/19 - 4/30/19.
- Popcorn Initiative, Inc. for layout and design of the Corrine Drive Complete Streets Report.
- Kittelson & Associates, Inc. for services rendered for the MetroPlan Orlando Bicycle and Pedestrian Action plan for the period of 4/1/19 - 4/30/19 (partial - \$7,321.60).
- Vanasse Hangen Brustlin for Safety Study Analysis for High Intensity Corridors for the period of 3/24/19 - 4/20/19.

600

Intergovernmental/Interagency Studies

During May 2019, staff met with various groups and committees involved in the Orlando Urban Area's transportation planning process and attended the following meetings pertaining to this task item:

5/10 FDOT LAP Policy meeting
 5/10 CFRPM Model Coordination
 5/13 Orange Co / Edgewood / FDOT – Holden re-alignment
 5/14 MetroPlan Performance Based Planning – Commissioner Moore, Orange Co.
 5/21 Corridor Safety Study kick off with FDOT
 5/23 Robinson Street Public Workshop
 5/28 Corrine Drive Schedule Coordination
 5/30 SR 434 Project Visioning Team meeting
 5/31 US 192 Project Visioning Team meeting

610

Interregional Transportation Planning & Coordination

During May 2019, staff continued to promote and enhance interregional coordination pertaining to transportation issues with the Volusia TPO, as well as with the Lake-Sumter MPO and the Polk TPO. Work occurred on the following activities:

- Worked with Regional Planning Council on data for Multimodal Connectivity
- Worked with Lake / Sumter on Planning Agreement
- Developed revised draft LAP policy for FDOT
- CFX - Lake / Orange Express Project Advisory Group - May 2nd
- FDOT - Florida Vision Zero Workshop – Jacksonville - May 6th
- FDOT - Florida Long Range Visioning Workshop – Jacksonville - May 7th

700

Community Outreach

During May 2019, MetroPlan Orlando staff participated in the following outreach activities:

Outreach Events

#	Name of Event	Date	Event?	Prez?	Underserved?	Attendance	Staff
1	Corrine Drive Community Meeting - presentation of Recommended Plan for Corrine Drive	5/1/19	X	X		225	EW
2	Winter Park Transportation Advisory Board - presentation of Recommended Plan for Corrine Drive	5/2/19		X		9	EW
3	Orlando Economic Partnership's Alliance for Regional Transportation - presentation on Transportation Planning in Central Florida	5/3/19		X		30	GH
4	Baldwin Park Traffic Committee - presentation of Recommended Plan for Corrine Drive	5/6/19		X		10	EW
5	National Operations Center of Excellence Peer Exchange - MetroPlan Orlando TSMO Program	5/7-8/19		x		15	EH
6	Audubon Park Garden District - presentation of Recommended Plan for Corrine Drive	5/14/19		X		10	EW
7	Leadership Orlando - presentation on Transportation Planning in Central Florida	5/21/19		X		75	GH

Regional Partner Events

#	Name of Event	Date
1	Meeting with League of Women Voters representatives (Seminole & Orange chapters)	5/7/19
2	Florida Public Relations Association professional development program at AdventHealth	5/9/19
3	TRB Webinar on dialysis and transportation disadvantaged	5/13/19
4	CAC New Member Orientation: Henri Hodge	5/14/19
5	GOAA board meeting	5/15/19
6	CAC New Member Orientation: Nilisa Council	5/15/19
7	CAC New Member Orientation: Theo Webster	5/15/19
8	Orange County State of the County Address	5/16/19
9	SMPS Transportation program	5/16/19
10	Site visit to Orlando Public Library re: public meeting venue	5/16/19

11	CAC New Member Orientation: Douglas Henley	5/20/19
12	Best Foot Forward Osceola steering committee	5/20/19
13	MAC New Member Orientation: Longwood Mayor	5/22/19
14	FDOT/City of Orlando Robinson Street public meeting	5/23/19
15	Central Florida MPO Alliance agenda review conference call	5/23/19
16	LYNX Board meeting	5/23/19
17	Corrine Drive Schedule meeting with City of Orlando staff	5/28/19
18	USDOT Public Involvement Peer Exchange planning call	5/28/19
19	League of Women Voters transportation roundtable: <i>Getting There from Here</i>	5/28/19
20	Call with Orlando Sentinel reporter Kyle Arnold	5/29/19
21	Central Florida Commuter Rail (SunRail) Commission meeting	5/30/19
22	Central Florida MPO Alliance	5/31/19
23	US 192 Corridor planning study stakeholder group meeting	5/31/19

Preview Presentation of New Transportation Improvement Program:

- Community Advisory Committee 5/22/19
- Technical Advisory Committee & Transportation System Management and Operations Advisory Committee 5/24/19

MetroPlan Orlando Board/Committee & Other Meetings

- Municipal Advisory Committee 5/2/19
- MetroPlan Orlando Board 5/8/19
- Transportation Disadvantaged Local Coordinating Board 5/9/19
- Community Advisory Committee 5/22/19
- Transportation System Management & Operations Advisory Committee 5/24/19
- Technical Advisory Committee 5/24/19
- Pedestrian/Bicycle Action Plan Working Group 5/24/19

Community Outreach

Staff responded to media inquiries from journalists regarding Corrine Drive Study recommended design and public meeting, transportation & tourism workers, and freight. Inquiries came from Orlando Sentinel and Sentinel editorial board.

At its May 8th meeting, the MetroPlan Orlando Board officially appointed four new Community Advisory Committee members. New member orientations were conducted during the month of May to provide background on transportation planning, and all four new members were in attendance at the CAC meeting on May 22nd.

The community meeting for the Corrine Drive Complete Streets Study was held on May 1st at the Audubon Park K-8 School, and was very well attended by about 225 people. The meeting featured an open house with five stations, followed by a formal presentation, a Q&A with a panel of transportation experts, and public feedback period. The meeting was facilitated by a representative from the Consensus Center. Attendees were asked to write down their questions on index cards, and these were placed into bowls. During the Q&A, a question was chosen from each bowl to be answered by the panel. Any questions that weren't answered during the meeting were to be answered online later. About 200 total questions were received. Staff worked on these FAQs during the month and posted responses in two parts on the study webpage. A video

rendering of what the recommended design would look like was shown at the meeting, and this really helped attendees visualize what to expect in the future. The video was posted online after the meeting and had 2,165 views as of 5/30/19. A Survey Monkey survey was posted online to receive public comments on the recommended design. The public comment period opened on May 1st with the public meeting and ran throughout the month of May. Feedback from the survey will be analyzed, summarized in a report, and posted online in the coming months. Staff also reached out to community groups who had received presentations during phase one of the study, and offered to come back and present the final results. A few groups did take us up on the offer, and staff made an additional three presentations during May to these groups.

Strategic business plan interviews were conducted with directors during the month of May, and an online survey was sent to employees for input.

On May 28th, staff attended a League of Women Voters forum on transit solutions in Central Florida. Attendees were asked for feedback on what types of solutions they'd like to see for the transportation system in the future.

Clean Air

Staff tried a new idea to observe Clean Air Month this year. We posted first-person stories from staff members about clean air strategies they use in their commutes. The stories showed commuters who come to work by bus, train, and car (even a super commuter). The posts were well received and helped demonstrate how we practice what we preach when it comes to using transportation options.

Staff continues to support pedestrian safety by participation in Best Foot Forward steering committees, including the one for Osceola on May 20th.

Personnel

The Public Information Manager conducted an annual performance review for the Community Outreach Specialist, in which the specialist was promoted to Community Outreach Strategist. After receiving approval to add one additional public involvement full-time staff member, a job description was drawn up for the new position, Communication Coordinator. This will be advertised in the coming weeks.

800

Land Use Planning

During May 2019, staff continued to work with the ECFRPC on the How Shall We Grow land use metrics.

820

Transportation Systems Management & Operations

During May 2019, staff convened or participated in the following monthly activities:

- TSMO Consortium on May 2nd.
- MetroPlan Orlando TSMO Advisory Committee on May 24th.

Work on various tasks is ongoing. Staff participated in the following meetings, webinars, teleconferences or events:

- Participated in the National Operations Center of Excellence (NOCoe) TSMO Local Agency Peer Exchange, May 8-9th in Phoenix, Arizona. The purpose of this peer

exchange was knowledge transfer between local and regional MPOs, agencies and other partners. The overall theme for this event was on how an agency's Transportation Systems Management and Operations (TSMO) can be incorporated into local and regional transportation agencies. The peer exchange included a tour of a new CAV demonstration site by Maricopa County Department of Transportation.

- Chaired a TRB Meeting, May 13-14th in Washington, D.C. The purpose of the meeting was to develop a research problem statement into a RFP. The objective of the research is to develop guidelines for transit agencies for the inclusion of underserved, underemployed and low-income current and potential users in the new and existing technology-enabled mobility tools implemented on smartphone and internet platforms, to improve transit access and experience to everyone.

Two invoices were paid to Kittelson & Associates for travel time studies in Orange, Osceola, and Seminole Counties for the period of 3/1/19 - 3/31/19 and 4/1/19 - 4/30/19.

821

Traffic Signal Retiming

During May 2019, work continued on the 2018-2019 Traffic Signal Retiming project. Invoices from Albeck Gerken & Associates, Inc., Faller Davis & Associates, and Metric Engineering were paid for work during the period ending May 31, 2019.

The following additional progress was made by the signal retiming consultants:

Faller Davis & Associates, Inc.

The 30-day monitoring period for Landstar Boulevard was completed. No changes were made during the monitoring period.

The 30-day monitoring period Winter Garden Vineland Road was completed. Three revisions were made during the monitoring period at Vista Boulevard, Silverlake Park Drive/Mizzon Drive, and Windermere High School.

The 30-day monitoring period for Pleasant Hill Road was completed. There was one revision made during the monitoring period at Poinciana Boulevard/Southport Road.

Central Florida Parkway Final Timing Report was submitted. The 30-day monitoring period will end June 17, 2019.

Landstar Boulevard Final Retiming Report was submitted. The 30-day monitoring period will end June 3, 2019.

Orange Avenue and Wetherbee Road Final Retiming Reports were submitted. The 30-day monitoring period will end June 3rd. It should be noted that we implemented an offset change for pattern 2/2/2 at the intersection of Orange Avenue at Jetport Drive on May 8th, 2019. This change is shown in the Orange Avenue report, and was reviewed on May 8th, after calling the TMC to implement the change.

John Young Parkway (Osceola County) Final Retiming Reports were submitted. The 30-day monitoring period will end June 10, 2019.

John Young Parkway (Orange County) Final Retiming Reports were submitted. The

30-day monitoring period ends June 17, 2019.

Metrics

Traffic signal retiming has been completed for the following corridors:

- Millenia Boulevard
- Maguire Boulevard
- Narcoossee Road
- Corrine Drive
- Tradeport Drive

Albeck Gerken

All study assignments under Purchase Order 2019-013, Task Work Order: TSR1902 have been completed. Final reports have been submitted and there are no outstanding billings to be resolved.

MetroPlan Orlando contracted with WSP to conduct an evaluation of the readiness of the local counties and cities for the emergence of Connected and Autonomous Vehicles (CAVs). WSP will produce a final comprehensive report that provides an industry review of current nationwide CAV deployments and standards; assesses the preparedness of MetroPlan Orlando's planning area for CAV technologies and identifies lessons learned; and provides recommendations to MetroPlan Orlando that spur development of projects, infrastructure investments, and policy solutions to facilitate equitable and safe urban environments for all transportation modes in all three counties in anticipation of potential impacts of CAVs on communities.

The first deliverable of the study, Task 1 Memorandum, CAV Industry Best Practices Review was completed. This technical memorandum provides a review of the current state of the CAV industry in the MetroPlan Orlando Planning area, the state of Florida, and nationwide. This memorandum includes an overview of current CAV planning exercises and pilot deployments to identify lessons learned and best practices, while highlighting key elements that may be relevant to the Central Florida region and its unique characteristics.

830

Goods Movement Planning

During May 2019, staff continued to maintain the Freight and Goods Movement Plan and had ongoing coordination with the MPOAC Freight Subcommittee as well as with FDOT and other agencies on freight related issues and project advancement. Staff continued the process of identifying freight activity centers and is working with FDOT on implementing that study.

840

Health In Transportation Planning

During May 2019, staff advised Clackamas County, Oregon on conducting a health-focused audit of their existing transportation plans. Staff also advised Forward Pinellas on incorporating health into their long range plans. In addition, staff reviewed conference abstracts for the International Conference on Transport & Health.

860

Air Quality Planning

During May 2019, staff continued to monitor the air quality status in the area and prepared monthly air quality monitoring reports.

870 ***Bicycle & Pedestrian Planning***

During May 2019, staff promoted efforts to reduce bicyclist and pedestrian crashes, injuries and fatalities through education, engineering and law enforcement. Staff:

- Conducted the on-going pedestrian and bicyclist crash typing through the Signal Four crash database.
- Continued the analysis of pedestrian and bicyclist crash data for the Pedestrian and Bicyclist Safety Action Plans.
- Deployed MioVision cameras at six locations to count bicyclist and pedestrians on sidewalks, bike lanes and travel lanes.
- Continued work with consultants on the Pedestrian and Bicyclist Safety Action Plans, with the focus on aligning crash countermeasures with Critical Safety Success Factors, reviewing high-crash corridor assessment reports, and conducting pedestrian and bicyclist counts near high crash intersections.

Two invoices were paid to Kittelson & Associates for continued work on the MetroPlan Orlando Bicycle and Pedestrian Action Plan, one for the period of 3/1/19 - 3/31/19, and the other for the period of 4/1/19 - 4/30/19 (partial - \$8,993.15).

880 ***Highway Planning***

During May 2019, staff continued participating in various highway planning activities being conducted in the Orlando Urban Area.

FM# 439332-1-14-02 - Project 33419 (SU - Traffic Signal Retiming)

820 ***Transportation Systems Management & Operations***

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- TSMO Consortium on May 2nd.
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of the research is to develop guidelines for transit agencies for the inclusion of underserved, underemployed and low-income current and potential users in the new and existing technology-enabled mobility tools implemented on smartphone and internet platforms, to improve transit access and experience to everyone.

Two invoices were paid to WSP USA Inc. for services rendered for the MetroPlan Orlando CAV Readiness Study for the period of 3/1/19 - 3/31/19 and 4/1/19 - 4/30/19.

821

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Albeck Gerken

All study assignments under Purchase Order 2019-013, Task Work Order: TSR1902 have been completed. Final reports have been submitted and there are no outstanding billings to be resolved.

MetroPlan Orlando contracted with WSP to conduct an evaluation of the readiness of the local counties and cities for the emergence of Connected and Autonomous Vehicles (CAVs). WSP will produce a final comprehensive report that provides an industry review of current nationwide CAV deployments and standards; assesses the preparedness of MetroPlan Orlando's planning area for CAV technologies and identifies lessons learned; and provides recommendations to MetroPlan Orlando that spur development of projects, infrastructure investments, and policy solutions to facilitate equitable and safe urban environments for all transportation modes in all three counties in anticipation of potential impacts of CAVs on communities.

The first deliverable of the study, Task 1 Memorandum, CAV Industry Best Practices Review was completed. This technical memorandum provides a review of the current state of the CAV industry in the MetroPlan Orlando Planning area, the state of Florida, and nationwide. This memorandum includes an overview of current CAV planning exercises and pilot deployments to identify lessons learned and best practices, while highlighting key elements that may be relevant to the Central Florida region and its unique characteristics.

Invoices were paid to:

- Faller Davis and Associates Inc. for corridor retiming efforts in Orange and Osceola Counties for the period of 3/31/19 - 4/27/19.
- Metric Engineering Inc. for corridor retiming efforts in the City of Orlando for the periods of 3/30/19 - 4/26/19.

FTA-Funded Task Items (FL-80-X012)

210 *Transit System Monitoring*

During February 2019, staff continued to monitor the area's transit system. This involved collecting data from LYNX on each route, including ridership, vehicle miles, operating costs, travel time, and headways. This data is regularly analyzed to determine where improvements to the transit system are needed.

810 *Transit Planning*

During May 2019, work occurred on the following items pertaining to this task item:

- Coordinated with FDOT Transit Office, District, 5, and LYNX on transit activities and appropriate reimbursement procedures
- Attended meeting for LYNX on May 23rd and SunRail on May 30th
- Assisted SunRail Local Funding Partners with review and advice regarding Interlocal Agreements and future FY Budgets
- Monitored Brightline/Virgin Trains USA negotiations with FDOT and CFX regarding

- high speed rail between OIA and Tampa
- Prepared scope materials for MTP Transit aspects
- Attended community events related to transit, such as Rep. Eskamani's Affordable Housing Town Hall on May 15th, the Simpson Road Public Hearing on May 16th, and the LWV Transportation Town Hall on May 28th

An invoice was paid to LYNX for the 6th billing of pass-through funds in the FTA X012 grant for the period ending 3/31/19.

820

Transportation Systems Management & Operations

During May 2019, staff convened or participated in the following monthly activities:

- TSMO Consortium on May 2nd.
- MetroPlan Orlando TSMO Advisory Committee on May 24th.

Work on various tasks is ongoing. Staff participated in the following meetings, webinars, teleconferences or events:

- Participated in the National Operations Center of Excellence (NOCoe) TSMO Local Agency Peer Exchange, May 8-9th in Phoenix, Arizona. The purpose of this peer exchange was knowledge transfer between local and regional MPOs, agencies and other partners. The overall theme for this event was on how an agency's Transportation Systems Management and Operations (TSMO) can be incorporated into local and regional transportation agencies. The peer exchange included a tour of a new CAV demonstration site by Maricopa County Department of Transportation.
- Chaired a TRB Meeting, May 13-14th in Washington, D.C. The purpose of the meeting was to develop a research problem statement into a RFP. The objective of the research is to develop guidelines for transit agencies for the inclusion of underserved, underemployed and low-income current and potential users in the new and existing technology-enabled mobility tools implemented on smartphone and internet platforms, to improve transit access and experience to everyone.

An invoice was paid to LYNX for the 6th billing of pass-through funds in the FTA X012 grant for the period ending 3/31/19.

FTA-Funded Task Items (FL-80-X013)

100

General Office Management

During May 2019, staff continued to ensure that a continuing, cooperative and comprehensive transportation planning process is maintained in the Orlando Urbanized Area and that the responsibilities of MetroPlan Orlando, as the Orlando Urbanized Area MPO, are performed in a professional manner. This effort included improving organizational efficiency and effectiveness, providing for the continued development of a comprehensive human resources management system that includes accounting for work hours, benefits programs, payroll, retirement program and performance appraisals, and providing for the capital and operating costs related to office operations, primarily the purchase and maintenance of necessary equipment, and to provide for general office duties and customer service activities. In addition,

staff remained current with the latest planning tools, techniques and procedures through review of literature, attendance at workshops, seminars and conferences and/or the completion of college courses. Staff met with other staff members on project-specific issues and schedules and attended weekly management team meetings.

110 UPWP & Financial Management

During May 2019, staff monitored the implementation of the Unified Planning Work Program (UPWP).

130 Board & Committees Support

During May 2019, staff provided administrative support to the MetroPlan Orlando Board and to the advisory committees. This support included publishing and distributing meeting agendas, transcribing meeting minutes, scheduling future meetings, maintaining committee rosters and bylaws, and other such activities necessary for the MetroPlan Orlando Board and its committees to conduct their business and comply with Federal and State requirements. Staff attended the following meetings pertaining to this task item:

5/2 MAC
5/8 Board
5/22 CAC
5/24 TSMO
5/24 TAC

300 Transportation Improvement Program

During May 2019, staff continued compiling the new FY 2019/20 - 2023/24 TIP using FDOT's Tentative Five Year Work Program and presented a preview of the TIP at the CAC meeting on May 22nd and the TSMO and TAC meetings on May 24th.

400 Year 2040 Long Range Transportation Plan Update

During May 2019, staff continued the ongoing maintenance of the 2040 LRTP. Staff modified the 2040 LRTP for Transit Asset Management. Staff continued coordination with FDOT relating to the development of the regional planning model (CFRPM) and the preparation of base year socioeconomic data. Staff also continued work in developing the scope of work for the 2045 plan update and initiated TWOs for an interactive map platform.

700 Community Outreach

During May 2019, MetroPlan Orlando staff participated in the following outreach activities:

Outreach Events

#	Name of Event	Date	Event?	Prez?	Underserved?	Attendance	Staff
1	Corrine Drive Community Meeting – presentation of	5/1/19	X	X		225	EW

	Recommended Plan for Corrine Drive						
2	Winter Park Transportation Advisory Board - presentation of Recommended Plan for Corrine Drive	5/2/19		X		9	EW
3	Orlando Economic Partnership's Alliance for Regional Transportation - presentation on Transportation Planning in Central Florida	5/3/19		X		30	GH
4	Baldwin Park Traffic Committee - presentation of Recommended Plan for Corrine Drive	5/6/19		X		10	EW
5	National Operations Center of Excellence Peer Exchange - MetroPlan Orlando TSMO Program	5/7-8/19		x		15	EH
6	Audubon Park Garden District - presentation of Recommended Plan for Corrine Drive	5/14/19		X		10	EW
7	Leadership Orlando - presentation on Transportation Planning in Central Florida	5/21/19		X		75	GH

Regional Partner Events

#	Name of Event	Date
1	Meeting with League of Women Voters representatives (Seminole & Orange chapters)	5/7/19
2	Florida Public Relations Association professional development program at AdventHealth	5/9/19
3	TRB Webinar on dialysis and transportation disadvantaged	5/13/19
4	CAC New Member Orientation: Henri Hodge	5/14/19
5	GOAA board meeting	5/15/19
6	CAC New Member Orientation: Nilisa Council	5/15/19
7	CAC New Member Orientation: Theo Webster	5/15/19
8	Orange State of the County program	5/16/19
9	SMPS Transportation program	5/16/19
10	Site visit to Orlando Public Library re: public meeting venue	5/16/19
11	CAC New Member Orientation: Douglas Henley	5/20/19
12	Best Foot Forward Osceola steering committee	5/20/19
13	MAC New Member Orientation: Longwood Mayor	5/22/19
14	FDOT/City of Orlando Robinson Street public meeting	5/23/19
15	Central Florida MPO Alliance agenda review conference call	5/23/19

16	LYNX Board meeting	5/23/19
17	Corrine Drive Schedule meeting with City of Orlando staff	5/28/19
18	USDOT Public Involvement Peer Exchange planning call	5/28/19
19	League of Women Voters transportation roundtable: <i>Getting There from Here</i>	5/28/19
20	Call with Orlando Sentinel reporter Kyle Arnold	5/29/19
21	Central Florida Commuter Rail (SunRail) Commission meeting	5/30/19
22	Central Florida MPO Alliance	5/31/19
23	US 192 Corridor planning study stakeholder group meeting	5/31/19

Preview Presentation of New Transportation Improvement Program:

- Community Advisory Committee 5/22/19
- Technical Advisory Committee & Transportation System Management and Operations Advisory Committee 5/24/19

MetroPlan Orlando Board/Committee & Other Meetings

- Municipal Advisory Committee 5/2/19
- MetroPlan Orlando Board 5/8/19
- Transportation Disadvantaged Local Coordinating Board 5/9/19
- Community Advisory Committee 5/22/19
- Transportation System Management & Operations Advisory Committee 5/24/19
- Technical Advisory Committee 5/24/19
- Pedestrian/Bicycle Action Plan Working Group 5/24/19

Community Outreach

Staff responded to media inquiries from journalists regarding Corrine Drive Study recommended design and public meeting, transportation & tourism workers, and freight. Inquiries came from Orlando Sentinel and Sentinel editorial board.

At its May 8th meeting, the MetroPlan Orlando Board officially appointed four new Community Advisory Committee members. New member orientations were conducted during the month of May to provide background on transportation planning, and all four new members were in attendance at the CAC meeting on May 22nd.

The community meeting for the Corrine Drive Complete Streets Study was held on May 1st at the Audubon Park K-8 School, and was very well attended by about 225 people. The meeting featured an open house with five stations, followed by a formal presentation, a Q&A with a panel of transportation experts, and public feedback period. The meeting was facilitated by a representative from the Consensus Center. Attendees were asked to write down their questions on index cards, and these were placed into bowls. During the Q&A, a question was chosen from each bowl to be answered by the panel. Any questions that weren't answered during the meeting were to be answered online later. About 200 total questions were received. Staff worked on these FAQs during the month and posted responses in two parts on the study webpage. A video rendering of what the recommended design would look like was shown at the meeting, and this really helped attendees visualize what to expect in the future. The video was posted online after the meeting and had 2,165 views as of 5/30/19. A Survey Monkey survey was posted online to receive public comments on the recommended design. The public comment period opened on May 1st with the public meeting and ran

throughout the month of May. Feedback from the survey will be analyzed, summarized in a report, and posted online in the coming months. Staff also reached out to community groups who had received presentations during phase one of the study, and offered to come back and present the final results. A few groups did take us up on the offer, and staff made an additional three presentations during May to these groups.

Strategic business plan interviews were conducted with directors during the month of May, and an online survey was sent to employees for input.

On May 28th, staff attended a League of Women Voters forum on transit solutions in Central Florida. Attendees were asked for feedback on what types of solutions they'd like to see for the transportation system in the future.

Clean Air

Staff tried a new idea to observe Clean Air Month this year. We posted first-person stories from staff members about clean air strategies they use in their commutes. The stories showed commuters who come to work by bus, train, and car (even a super commuter). The posts were well received and helped demonstrate how we practice what we preach when it comes to using transportation options.

Staff continues to support pedestrian safety by participation in Best Foot Forward steering committees, including the one for Osceola on May 20th.

Personnel

The Public Information Manager conducted an annual performance review for the Community Outreach Specialist, in which the specialist was promoted to Community Outreach Strategist. After receiving approval to add one additional public involvement full-time staff member, a job description was drawn up for the new position, Communication Coordinator. This will be advertised in the coming weeks.

810

Transit Planning

During May 2019, work occurred on the following items pertaining to this task item:

- Coordinated with FDOT Transit Office, District, 5, and LYNX on transit activities and appropriate reimbursement procedures
- Attended meeting for LYNX on May 23rd and SunRail on May 30th
- Assisted SunRail Local Funding Partners with review and advice regarding Interlocal Agreements and future FY Budgets
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- Prepared scope materials for MTP Transit aspects
- Attended community events related to transit, such as Rep. Eskamani's Affordable Housing Town Hall on May 15th, the Simpson Road Public Hearing on May 16th, and the LWV Transportation Town Hall on May 28th

Part II.

Work Scheduled For Next Month

130

Board & Committees Support

Staff will continue to provide staff services to the MetroPlan Orlando Board, Technical Advisory Committee, Transportation Systems Management & Operations Committee, Community Advisory Committee and Municipal Advisory Committee.

200 *System Monitoring*

Staff will monitor traffic volumes in the area, and provide traffic count data to those requesting that information.

300 *Transportation Improvement Program*

Staff will continue incorporating amendments into the FY 2018/19 - 2022/23 TIP and will present the FY 2019/20 - 2023/24 TIP at a public hearing and to the CAC, TSMO and TAC for their recommendation for approval.

400 *Long Range Transportation Plan*

Staff will continue the ongoing maintenance and implementation of the Long Range Transportation Plan with a Modification for TAM. Staff is initiating the 2045 Metropolitan Transportation Plan (MTP) scope. Additionally, staff will continue to coordinate with FDOT on the development of the data for the CFRPM update.

Part III. *Accrued and Cumulative Expenses*

MetroPlan Orlando will submit the financial monthly progress report separately from this report.

MetroPlan Orlando Project Number:

FHWA-Funded Task Items – PL-0087(54)A:

FM# 439332-1-14-01 - Project 38018 (PL)

Technical % of project completed this month: **6.76%**

Technical % of project completed since 7/1/18: **72.10%**

FM# 439332-1-14-02 - Project 33419 (SU - Traffic Signal Retiming)

Technical % of project completed this month: **9.08%**

Technical % of project completed since 7/1/18: **72.09%**

FTA-Funded Task Items (FL-80-X012)

Technical % of project completed this month: **0.38%**

Technical % of project completed since 7/1/18: **92.92%**

FTA Section 5303 (FL-08-X013)

Technical % of project completed this month: **9.11%**

Technical % of project completed since 7/1/18: **23.58%**



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
Tallahassee, Florida 32304-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

July 15, 2019

Mr. Gary Huttman
Executive Director
MetroPlan Orlando
250 South Orange Ave., Suite 200
Orlando, FL 32801

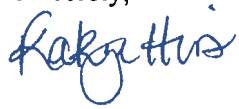
RE: MetroPlan Orlando Metropolitan Planning Organization (MPO)
Transportation Improvement Program (TIP), Fiscal Year 2019/2020 to Fiscal Year 2023/2024

The purposes for this letter is to request MetroPlan Orlando Metropolitan Planning Organization (MPO) to amend their adopted Transportation Improvement Program (TIP) for Fiscal Years 2019/2020 to Fiscal Year 2023/2024. This amendment is a routine, annual process to reconcile the differences between the MPO's TIP and the Florida Department of Transportation's (FDOT) Adopted Five Year Work Program. The appropriate pages from the FDOT Adopted Five Year Work Program Report are included that show the project changes necessary.

Please note that Federal Highway Administration and the Federal Transit Administration do not recognize the Fiscal Year 2019/2020 to Fiscal Year 2023/2024 TIP effective until October 1, 2019 since the federal fiscal year does not start until October 1, 2019. See below for additional comments.

TIP PAGE #	FM #	
NA	246556-1	Add project to TIP, Orange-CFRTA/LYNX Expansion of Operating Center. (See Work Program Report page 39 for project information).
XII-2	246572-1	Add additional FTA and Local Funding in Fiscal Year 2020. FTA and Local Funding rolled forward from Fiscal Year 2018/2019 to Fiscal Year 2019/2020. (See Work Program Report page 39 for project information).
XII-2	246595-1	Add additional FTA and Local Funding in Fiscal Year 2020. FTA and Local Funding rolled forward from Fiscal Year 2018/2019 to Fiscal Year 2019/2020. (See Work Program Report page 39 for project information).
XII-3	435712-1	Add additional FTA and Local Funding in Fiscal Year 2020. FTA and Local Funding rolled forward from Fiscal Year 2018/2019 to Fiscal Year 2019/2020. (See Work Program Report page 42 for project information).
NA	445807-1	Add project to TIP, City of St. Cloud Downtown Revitalization. Earmark Funding awarded to the City of St. Cloud. (See Work Program Report page 72 for project information).
NA	438939-1	Add project to TIP, 5310 Operating Assistance for the Opportunity Center. (See Work Program Report page 73 for project information).

Sincerely,

A handwritten signature in blue ink, appearing to read "Rakinya Hinson".

Rakinya Hinson

FDOT Liaison

Attached

cc: Mark Reichert, FDOT
Erika Thompson, FDOT
Scott Philips, FDOT
Kellie Smith, FDOT
Anna Taylor, FDOT
Jim Martin, FHWA

07/05/2019 16:33.24
07/05/2019 16:33:20 ADOPTED

FLORIDA DEPARTMENT OF TRANSPORTATION
6-YEAR GAMING REPORT

TRANS SYST: 08 TRANSIT
(CALCULATED)

DISTRICT: 05
COUNTY: ORANGE
(GEOGRAPHIC)

ITEM NO STA PROJECT DESCRIPTION										CONST		YEAR		2019		2020		2021		2022		2023		2024					
C TS BX E M MD WORK MIX/DESCRIPTION										C TS BX E M MD WORK MIX/DESCRIPTION		YEAR		2019		2020		2021		2022		2023		2024					
B CO MAP GD ITGP EMID ITEM SEGMENT MANAGER STATUS DATE										B CO MAP GD ITGP EMID ITEM SEGMENT MANAGER STATUS DATE		YEAR		2019		2020		2021		2022		2023		2024					
PH VR S FP S BD FUND A PG DSAREA FAC FED PROJECT PDC DATE										PH VR S FP S BD FUND A PG DSAREA FAC FED PROJECT PDC DATE		YEAR		2019		2020		2021		2022		2023		2024					
2465561 005 ORANGE-CFRTA/LYNX EXPANSION OF OPERATING CENTER LAND ACQ, ENG & CONST										2465561 005 ORANGE-CFRTA/LYNX EXPANSION OF OPERATING CENTER LAND ACQ, ENG & CONST		2015/06/29		3,300,000		0		0		0		0		0		0			
2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE										2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE		06/28/2019		825,000		0		0		0		0		0		0			
N 75 000 05 CFRT										N 75 000 05 CFRT		06/28/2019																	
94 AD 2 01 05 FTA 4 16										94 AD 2 01 05 FTA 4 16																			
94 AD 2 01 05 LF 4 16										94 AD 2 01 05 LF 4 16																			
2465721 010 ORANGE-CFRTA/LYNX CAPITAL ASSIST/TRANSIT EN HANCEMENT/SECTION #5307										2465721 010 ORANGE-CFRTA/LYNX CAPITAL ASSIST/TRANSIT EN HANCEMENT/SECTION #5307		2018/07/01		3,000,000		0		0		0		0		0		0			
2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE										2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE		06/28/2019		750,000		0		0		0		0		0		0			
N 75 000 05 CFRT										N 75 000 05 CFRT		06/28/2019		3,000,000		0		0		0		0		0		0			
94 AD 2 06 05 FTA 4 16										94 AD 2 06 05 FTA 4 16		06/28/2019		3,000,000		0		0		0		0		0		0			
94 AD 2 06 05 LF 4 16										94 AD 2 06 05 LF 4 16		06/28/2019		750,000		0		0		0		0		0		0			
94 AD 2 07 05 LF 4 16										94 AD 2 07 05 LF 4 16		06/28/2019		750,000		0		0		0		0		0		0			
94 AD 2 08 05 FTA 4 16										94 AD 2 08 05 FTA 4 16		06/28/2019		3,000,000		0		0		0		0		0		0			
94 AD 2 08 05 LF 4 16										94 AD 2 08 05 LF 4 16		06/28/2019		750,000		0		0		0		0		0		0			
94 AD 2 09 05 FTA 4 16										94 AD 2 09 05 FTA 4 16		09/08/2015		3,000,000		0		0		0		0		0		0			
94 AD 2 09 05 LF 4 16										94 AD 2 09 05 LF 4 16		09/08/2015		750,000		0		0		0		0		0		0			
94 AD 2 10 05 FTA 4 16										94 AD 2 10 05 FTA 4 16		09/08/2015		3,000,000		0		0		0		0		0		0			
94 AD 2 10 05 LF 4 16										94 AD 2 10 05 LF 4 16		09/08/2015		750,000		0		0		0		0		0		0			
2465722 005 ORANGE-CFRTA/LYNX FTA SECTION 5307 LAND ACQ, ENGINEERING & CONST										2465722 005 ORANGE-CFRTA/LYNX FTA SECTION 5307 LAND ACQ, ENGINEERING & CONST		2012/06/28		3,000,000		0		0		0		0		0		0		0	
2 08 XX N E 05 8165 PTO STUDIES										2 08 XX N E 05 8165 PTO STUDIES		06/28/2019		750,000		0		0		0		0		0		0			
N 75 05 05										N 75 05 05		06/28/2019																	
94 AD 2 01 05 FTA 4 16										94 AD 2 01 05 FTA 4 16																			
94 AD 2 01 05 LF 4 16										94 AD 2 01 05 LF 4 16																			
2465942 010 ORANGE-CFRTA/LYNX PURCHASE OF COMMUTER VANS SECTION #5307										2465942 010 ORANGE-CFRTA/LYNX PURCHASE OF COMMUTER VANS SECTION #5307		2018/07/01		1,500,000		0		0		0		0		0		0			
2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE										2 08 XX N E 05 8170 CAPITAL FOR FIXED ROUTE		06/28/2019		375,000		0		0		0		0		0		0			
N 75 05 05										N 75 05 05		06/28/2019		1,500,000		0		0		0		0		0		0			
94 AD 2 05 05 FTA 4 16										94 AD 2 05 05 FTA 4 16		06/28/2019		375,000		0		0		0		0		0		0			
94 AD 2 05 05 LF 4 16										94 AD 2 05 05 LF 4 16		10/21/2014		1,500,000		0		0		0		0		0		0			
94 AD 2 06 05 FTA 4 16										94 AD 2 06 05 FTA 4 16		10/21/2014		375,000		0		0		0		0		0		0			
94 AD 2 06 05 LF 4 16										94 AD 2 06 05 LF 4 16		09/08/2015		0		2,000,000		0		0		0		0		0			
94 AD 2 07 05 FTA 4 16										94 AD 2 07 05 FTA 4 16		09/08/2015		0		500,000		0		0		0		0		0			
94 AD 2 07 05 LF 4 16										94 AD 2 07 05 LF 4 16																			
2465951 010 ORANGE-CFRTA/LYNX FACILITY IMPROVE EQUIPMNT FTA SECTION #5307										2465951 010 ORANGE-CFRTA/LYNX FACILITY IMPROVE EQUIPMNT FTA SECTION #5307		2018/07/01		1,000,000		0		0		0		0		0		0			
2 08 XX N M 05 8170 CAPITAL FOR FIXED ROUTE										2 08 XX N M 05 8170 CAPITAL FOR FIXED ROUTE		06/28/2019		200,000		0		0		0		0		0		0			
N 75 000 05 CFRT										N 75 000 05 CFRT		06/28/2019		6,000,000		0		0		0		0		0		0			
94 AD 2 04 05 FTA 4 16										94 AD 2 04 05 FTA 4 16		06/28/2019		1,500,000		0		0		0		0		0		0			
94 AD 2 04 05 LF 4 16										94 AD 2 04 05 LF 4 16		06/28/2019		2,000,000		0		0		0		0		0		0			
94 AD 2 05 05 FTA 4 16										94 AD 2 05 05 FTA 4 16		06/28/2019		0		2,000,000		0		0		0		0		0			
94 AD 2 05 05 LF 4 16										94 AD 2 05 05 LF 4 16		09/08/2015		0		500,000		0		0		0		0		0			
94 AD 2 06 05 FTA 4 16										94 AD 2 06 05 FTA 4 16		09/08/2015		0		500,000		0		0		0		0		0			
94 AD 2 06 05 LF 4 16										94 AD 2 06 05 LF 4 16																			

TRANS SYST: 08 TRANSIT

DISTRICT: 05 (GEOGRAPHIC)

[illegible]

07/05/2019 16:33:24
07/05/2019 16:33:20 ADOPTED

FLORIDA DEPARTMENT OF TRANSPORTATION
6-YEAR GAMING REPORT

TRANS SYST: 06 NON-INTRASTATE OFF STATE HIGHW
(CALCULATED)

COUNTY: OSCEOLA
DISTRICT: 05
(GEOGRAPHIC)

ITEM NO STA PROJECT DESCRIPTION										CONST YEAR											
C TS BX E M MD WORK MIX/DESCRIPTION										YEAR											
B CO MAP GD ITGP EMID ITEM SEGMENT MANAGER STATUS DATE										DATE											
PH VR S FP S BD FUND A PG DSAREA FAC FED PROJECT PDC DATE										DATE											
4458071 005 CITY OF ST CLOUD DOWNTOWN REVITALIZATION																					
2 06 E 05 9924 MISCELLANEOUS CONSTRUCTION										2019/06/27		0									
N 92 05 AAA										06/24/2019											
54 AD 4 01 05 EM20 1 LP												300,000		0		0		0			
TOTAL FOR TRANS SYST: 06										34		2,219,970		1,752,250		30,499,489		4,958,978			
39,682,687																252,000		0			

ADD 40 TIP

07/05/2019 16:33:24
07/05/2019 16:33:20 ADOPTED

FLORIDA DEPARTMENT OF TRANSPORTATION
6-YEAR GAMING REPORT

(CALCULATED)

TRANS SYST: 08 TRANSIT

(GEOGRAPHIC)

DISTRICT: 05

COUNTY: OSCEOLA

ITEM NO STA PROJECT DESCRIPTION		CONST YEAR		2019		2020		2021		2022		2023		2024		2025	
C TS BX E M MD WORK MIX/DESCRIPTION		YEAR		2019		2020		2021		2022		2023		2024		2025	
B CO MAP GD ITGP EMID ITEM SEGMENT MANAGER STATUS DATE		YEAR		2019		2020		2021		2022		2023		2024		2025	
PH VR S FP S BD FUND A PG DSAREA FAC FED PROJECT PDC DATE		YEAR		2019		2020		2021		2022		2023		2024		2025	
4069302 010 OSCEOLA-US 192 CORRIDOR BRT		2017/08/21		0													
2 08 N E 05 8150 URBAN CORRIDOR IMPROVEMENTS		2017/08/21		0													
N 92 LAA		06/28/2019		1,300,000		0		0		0		0		0		0	
94 AD 4 01 05 DDR 1 97		06/28/2019		2,200,000		0		0		0		0		0		0	
94 AD 2 01 05 NSTP 1 97																	
4069301 010 5310 OPERATING ASSISTANCE FOR THE OPPORTUNITY CENTER		2015/10/05		0													
2 08 E 05 8171 OPERATING FOR FIXED ROUTE		2015/10/05		0													
N 92 JO SANTIAGO		06/24/2019		0		37,222		0		0		0		0		0	
84 AD 2 04 30 DU 1 17		06/24/2019		0		37,222		0		0		0		0		0	
84 AD 2 04 30 LF 4 17																	
TOTAL FOR TRANS SYST: 08		FUND COUNT:		4		3,500,000		0		0		0		0		0	
						74,444											

Roll Forward Report

K400 no 717



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVIEW CHECKLIST

The following TIP Review Checklist is provided to assist in the review of the TIP. This checklist should be completed and included in the TIP submittal package to OPP. Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures or statutes that the document does not conform with.

MPO: **MetroPlan Orlando MPO**

Fiscal Years
included: **2020 - 2024**

Review #: **1**

Date of Review: **07/10/2019**

Reviewed by: **Rakinya Hinson/Mary
Schoelzel**

TIP Format & Content

Does the cover include MPO name, correct fiscal years covered, MPO adoption date?

Yes ☒ No ☐

No comment

Does the Table of Contents show the title of each section with correct page number?

Yes ☒ No ☐

No comment

Does TIP include an endorsement that it was developed following state and federal requirements and include date of official MPO approval? This would be an MPO resolution or signed signature block on cover.

Yes ☒ No ☐

No comment

Page 4 of beginning of TIP.

Does TIP include a list of definitions, abbreviations, funding and phase codes and acronyms?

Yes ☒ No ☐

No comment

Funding Code on page III-2, Abbreviations and acronyms on page XVI-2

TIP Narrative

Does the TIP begin with a statement of purpose (provide a prioritization of projects covering a five-year period that is consistent with LRTP, contains all transportation projects MPA funded with FHWA & FTA funds and regionally significant projects regardless of funding source)? [23 C.F.R. 450.326(a)]; [49 U.S.C. Chapter 53]

Yes ☒ No ☐

No comment

Page I-2

Was the TIP developed by MPO in cooperation with the state and public transit operator, who provided the MPO with estimates of available Federal and State funds for the MPO to develop the financial plan? [s. 339.175(8) F.S.]; [23 C.F.R. 450.326(a)]

Yes ☒ No ☐

No comment

Pages I-3, I-24, I-27

TRANSPORTATION IMPROVEMENT PROGRAM

Review Checklist

continued...

Does the TIP demonstrate that there are sufficient funds (federal, state, local and private) to implement proposed transportation system improvements, identifies any innovative financing techniques through comparison of revenues and costs for each year? It is recommended that the TIP include a table(s) that compares the funding sources and amounts, by year to the total project costs. [23 C.F.R. 450.326(k)]; [23 C.F.R. 450.326(j)]; [s. 339.175(8)(c)(3) F.S].	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> Begins on page III-1		
Does the TIP describe project selection process and state that it is consistent with the federal requirements in 23 C.F.R 450.322(b) and for non-TMA MPOs 23 C.F.R. 450.322(c)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> Language in TIP page I-2 should show that the project selection process is consistent with C.F.R. 450.332(b). TIP document shows 450.330(c).		
Does the TIP identify the MPO's criteria and process for prioritizing implementation of the transportation plan elements (including multimodal tradeoffs) for inclusion in the TIP and explain any changes in priorities from the previous TIP? The MPO's TIP project priorities must be consistent with the LRTP. [23 C.F.R 450.326(n)(1)]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> The TIP discusses the above question on pages I-3 through I-6.		
Does the TIP describe how projects are consistent with MPO's LRTP and to the extent feasible, with port and aviation masterplans, public transit development plans, and approved local government comprehensive plans for those local governments located within the MPO area? [s. 339.175(8)(a) F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-2		
Does the TIP cross reference projects with corresponding LRTP projects, when appropriate? [s. 339.175(8)(c)(7) F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-2		
Does the TIP include the FDOT Annual List of Obligated Projects of projects or a link? The annual listing is located for download HERE . [23 C.F.R. 450.334]; [s.339.175(8)(h), F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-10		
Was the TIP developed with input from the public that is consistent with the MPO's PPP? [23 C.F.R. 450.316]; [23 C.F.R. 450.326(b)]; The document should outline techniques used to reach citizens (flyers, websites, meeting notices, billboards, etc.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-7 and I-8.		
Does the TIP discuss the MPO's current FDOT annual certification and past FHWA/FTA quadrennial certification? MPO should include anticipated date of next FHWA/FTA quadrennial certification.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-8		
Does the TIP discuss of the congestion management process? All MPOs are required to have a congestion management process that provides for the effective management process that provides for the effective management and operation of new and existing facilities using travel demand reduction and operational management strategies. S 339.175(6)(c)(1), F.S.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-8.		
Does the TIP discuss Transportation Disadvantaged (TD) services developed and a description of costs and revenues from TD services, as well as a list of improvements funded with TD funds? [s.427.015(1) F.S. AND 41-2.009(2) F.A.C.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>No comment</i> See page I-8		
Does the TIP discuss how, once implemented, will make progress toward achieving the performance targets for: ✓ Safety performance measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

TRANSPORTATION IMPROVEMENT PROGRAM

Review Checklist

continued...

- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
 - Including risk to off-system facilities during emergency events (if applicable)
- ✓ State freight plan

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(c)]

No comment See pages I-10 through I-30.

Does the TIP discuss anticipated effect of achieving the performance targets identified in the LRTP, linking investment priorities to those performance targets for:

- ✓ Safety performance measures
- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
- ✓ State freight plan

Yes ☒ No ☐

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(d)]

No comment See pages I-10 through I-30.

Detail Project Listing for the Five Fiscal Years

Does each project in the TIP document shall include the following information?

- ✓ Sufficient description of project (type of work, termini, and length)
- ✓ Financial Project Number (FPN)
- ✓ Estimated total project cost and year anticipated funding
- ✓ **Page number or identification number where project can be found in LRTP (spot check)**
- ✓ Category of Federal Funds and source(s) of non-Federal Funds
- ✓ FTA section number included in project title or description
- ✓ Responsible agency

Yes ☒ No ☐

No comment See pages II-1 through XV-2.

TIP Review

Did the MPO upload the document into the MPO Document Portal for review by District staff, Office of Policy Planning, Florida Commission for the Transportation Disadvantaged, Bureau of Community Planning, FTA, & FHWA?

Yes ☒ No ☐

No comment

The MPO did try to load into portal but was able to do so the Department entered the TIP into the MPO Document Portal.

MetroPlan Orlando
Transportation Improvement Program
Transportation Planning Projects

FDOT Financial Management Number	Project Description	2040 LRTP Reference	Historic Cost Prior to 2019/20 (\$000's)	Project Status & Cost (\$000s)							Est. Funding After 2023/24 (\$000's)	Total Funding (\$000's)	Responsible Agency	
										Funding Sources				Project Phases
				2019/20	2020/21	2021/22	2022/23	2023/24						
4393322	MetroPlan Orlando Transportation Planning FY 2018/19 - 2019/20 UPWP	Overview page 9		1,693 1,200 2,893	0 0 0	0 0 0	0 0 0	0 0 0	PL SU Total	PLN PLN	0	7,157	MetroPlan Orlando	
4393323	MetroPlan Orlando Transportation Planning FY 2020/21 - 2021/22 UPWP	Overview page 9		0 0 0	1,693 1,000 2,693	1,693 1,000 2,693	0 0 0	0 0 0	PL SU Total	PLN PLN	0	5,386	MetroPlan Orlando	
4393324	MetroPlan Orlando Transportation Planning FY 2022/23 - 2023/24 UPWP	Overview page 9		0 0 0	0 0 0	0 0 0	1,693 1,000 2,693	0 1,000 1,000	PL SU Total	PLN PLN	0	3,693	MetroPlan Orlando	

⓪ The \$1.2 million in SU funds under project #4393322 includes \$1 million for traffic signal retiming planning and \$200,000 for Transportation Systems Management and Operations (TSMO) activities.

Technical Memorandum 19-02

Office of Policy Planning



FROM: Office of Policy Planning

DATE: April 16, 2019

SUBJECT: Car Allowances & Mileage Reimbursements for MPOs

Overview of Car Allowances and Mileage Reimbursement

A car allowance is what an employer gives employees for the business use of their personal vehicle. A car allowance is a set amount over a given time that's meant to cover the costs, maintenance, and upkeep of an employee vehicle being used for business purposes. A car allowance covers the costs associated with fuel, tires, maintenance, depreciation, and more. It is also referred to as an employee vehicle allowance. The major downside of a car allowance is that it's difficult to gauge accurate spending. Does an employee really need the full amount that has been allotted each month for a car allowance? Employers use car allowances to minimize accounting and administrative costs. Once an employee has been allocated a car allowance, that amount is simply added to the employee's paycheck.

Employers rely on two estimates to determine how much a car allowance should be. The first is the number of business-related miles an employee drives; the second is the cost associated with operating a personal vehicle. The goal is to determine the vehicle's operating costs, starting with the cost of gas. The company then adds expenditures for insurance, taxes, maintenance, repairs and depreciation. The result is converted into a rate per mile and multiplied by a mileage estimate. This is essentially the same procedure used by the Internal Revenue Service (IRS).

One alternative to a car allowance is a mileage reimbursement plan. Employees are reimbursed for the exact mileage they drive, which can be more reflective of actual driving costs and in some cases, be more beneficial financially to both the employer and its employees.

The IRS considers car allowances to be income that is taxable to the employee in the same way that their salary is taxable. This means that companies must pay applicable taxes on the car allowance amount, such as the employer portion of the Social Security tax. In contrast, mileage reimbursement is classified as a business expense. Therefore, the employee pays no income tax or other taxes on the money that is being reimbursed, and the employer does not pay payroll taxes. If, however, an employee receives no compensation for business rate was set at 54.5 cents per mile for the 2018 tax year.

When an employer pays a mileage reimbursement the IRS rules set limitations and documentation requirements. The employee must keep a mileage log that includes odometer readings that include the purpose and destination of each business trip. Only travel for purely business reasons is eligible – commuting to and from work is not a qualified mileage expense. The FDOT Office of Inspector General (OIG) cited similar requirements for car allowances in its November 30, 2018 Independent Audit Draft Report of the Capital Region TPA and its February 6, 2019 Audit Report of the Lee County MPO. The OIG recommendations included revising the Executive Director's employment agreement to include additional documentation requirements for the car allowance, such as a mileage log, to distinguish business and personal usage.

According to some researchers, because mileage reimbursements are not taxable income, the employee actually ends up with more money, compared to the after-tax amount of a car allowance. If conditions warrant, some employees may receive a mileage reimbursement in addition to a car allowance.

Florida Law and Federal Regulations regarding Mileage Reimbursement and Car Allowances

Florida Law provides that a traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile (s. 112.061(7)(d) F.S.). However, pursuant to s. 112.061(14) F.S., Metropolitan Planning Organizations (MPOs), Counties, County Officers, District School Boards, and Special Districts may establish rates that vary from the state mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that were in effect for the 2005-2006 fiscal year. This provision applies to any MPO created pursuant to s.339.175, F.S. or any other separate legal or administrative entity created pursuant to s.339.175, F.S. of which an MPO is a member, by enactment of a resolution.

Federal Regulations specify the allowable costs of automobile use as it relates to business and personal use by employees.

Title 2 CFR 200.431(f) states:

That portion of automobile costs furnished by the entity that relates to personal use by employees (including transportation to and from work) is unallowable as fringe benefit or indirect (F&A) costs regardless of whether the cost is reported as taxable income to the employees.

Florida MPO Vehicle Travel Allowance Practices

MPOs in Florida vary on how they allow their Executive Directors and other staff members to travel while using their personal vehicles. Telephone conversations were conducted with the Staff Directors from the Lee County MPO, Broward MPO, and Capital Region TPA to better understand the various options that are being used around the state. While the results may not be reflective of all 27 MPOs, the three MPOs contacted use three varying approaches on how they provide their Executive Directors either a car allowance or mileage reimbursement:

- **Approach 1** – the MPO includes a provision in their Executive Director’s contract that allows the Executive Director to receive a \$500 monthly car allowance that is added to the Executive Director’s monthly salary.
 - This option works best for the Broward MPO because, for them, it is less costly than a mileage reimbursement approach from an administrative and accounting standpoint. The Broward MPO is an independent MPO that would need to internalize those costs. They can’t simply use and rely on those services, without purchasing them, from another (host) organization such as a county government or regional planning council. Local funds are used by the Broward MPO for their Executive Director’s car allowance.
- **Approach 2** – the MPO removed a provision in their Executive Director’s contract that allowed the Executive Director to receive a \$250 monthly car allowance and instead increased the Executive Director’s monthly salary by the same amount.
 - The Capital Region TPA removed the car allowance provision in the Executive Director’s contract and now adds that amount to the Executive Director’s monthly salary. The removal of this provision in the contract, though not required, was in response to a FDOT OIG Independent Audit of the Capital Region TPA. The Executive Director believes an annual salary/pension increase would off-set any taxable income benefit that might result from using a mileage reimbursement approach.
- **Approach 3** – the MPO reimburses the Executive Director for personal vehicle travel expenses at the state mileage allowance rate of 44.5 cents per mile.
 - The Lee County MPO changed from previously providing the Executive Director a \$250 monthly car allowance to instead using the state mileage reimbursement rate approach for its Executive Director. The MPO also removed the car allowance provision in the Executive Director’s contract. The FDOT OIG Audit Report, however, included the following recommendation: “Should the Lee County Board decide to continue honoring the current agreement for the automobile allowance and be reimbursed (or credited for match) in part or in whole, the Executive Director must keep a record of all business travel miles that shows the difference between business and personal use.”

Summary

MPOs have some flexibility in determining how best to provide their Executive Directors and other staff members car allowances or mileage reimbursement for business travel. However, documentation requirements for both car allowances and mileage reimbursement must be followed and maintained by the employee when being reimbursed by federal or state funds. An MPO employee agreement (contract) provision for a car allowance must include documentation requirements that distinguish between business and personal usage. An MPO can use a mileage reimbursement approach that compensates the employee at a mileage rate equal to, or higher, than the state mileage rate.

Technical Memorandum 19-03

Office of Policy Planning



FROM: Office of Policy Planning

DATE: June 18, 2019

SUBJECT: Documentation of FHWA PL and Non-PL Funding in the UPWP, the TIP and the STIP

The purpose of this Technical Memorandum is to explain how FHWA Planning Funds (PL and Non-PL) are documented in the UPWP, the TIP and the STIP and why UPWP Amendments will require either a concurrent TIP Amendment or TIP Modification by the MPO, and a STIP Modification or Amendment by FDOT.

FHWA PL and Non-PL Funding in the UPWP

Each MPO's two-year UPWP is prepared to include planning activities that will fully consume two years' worth of PL funds allocated to the MPO. While some MPOs utilize only FHWA PL funds in their UPWP, other MPOs utilize FHWA PL and non-PL funds (e.g.: SU, STBG, AC, CMAQ funds). The initial federal authorization will obligate the first year's amount of allocated FHWA PL funds and non-PL funds. An authorization modification will be processed one year later to add the second year's amount of allocated FHWA PL and non-PL funds. The programmed cost of all activities in the UPWP must be equal to or less than the sum of the FHWA PL and non-PL approved amounts for year one and year two.

Documenting FHWA PL and Non-PL Funds in the TIP and STIP

Effective immediately for UPWP Amendments or initial 2-year UPWP Approvals, MPOs will be required to program all FHWA Planning funds (PL and Non-PL) in their TIPs. FDOT will program all FHWA Planning Funds (PL and Non-PL) in their STIP. This is to assure all parties (MPOs, FDOT, FHWA and FTA) of FHWA PL and non-PL fund availability, demonstrate fiscal constraint, and show that funds are being expended as programmed.

Therefore, UPWP Amendments that add unexpended FHWA PL or non-PL Funds from year-one of the UPWP to a different work task in year-two of the UPWP; add FHWA non-PL Funds to support on-going work plan activities; add unexpended FHWA PL or non-PL Funds from year-two of the current UPWP for use in year-one of the new UPWP; or add new planning activities and funding resources shall require the MPO to concurrently process either a TIP administrative modification or formal amendment. This will be followed by FDOT processing either a modification or amendment to the Current STIP which reflects all year to date changes. Please refer to Chapter of the MPO Program Handbook to determine if a TIP Amendment versus a TIP Modification is required with the UPWP Amendment.

Adding or Reducing FHWA PL and Non-PL Funding to the UPWP not already programmed

Adding to or reducing FHWA funds (PL and/or non-PL) in a UPWP requires an amendment to the UPWP. The post June 30th Closeout Process de-obligation does not require a UPWP amendment. But as stated in the previous section of this memorandum, any reductions of FHWA PL and non-PL funds in the UPWP second year to use in year one of the next UPWP will require an amendment to reduce the funds.

Prior to initiating a UPWP amendment to add/reduce FHWA PL or non-PL funds; the MPO shall coordinate with their FDOT District Liaison to ensure the action is supported by FDOT; determine funding source, budget availability; and fulfill Title VI requirements. The District Liaison will coordinate the action with the MPO, District Work Program Office, and FHWA to ensure the changes are processed at the State and Federal levels. Adding non-PL Funds to the UPWP requires that the existing PL available balance is at or below the 20% allocation threshold. Please refer to Chapter 3 of the MPO Program Management Handbook for detailed information on UPWP revisions and the 80/20 rule.

Processing a UPWP Amendment with a TIP Modification

1. District MPO Liaisons will coordinate with the MPO to concurrently process a UPWP Amendment and a TIP Modification. Refer to Chapter 3 and Chapter 5 in the MPO Program Management Handbook for more details.
2. District MPO Liaisons will coordinate with the MPO and District Work Program Office to amend the Current STIP with all year to date changes.
3. The District MPO Liaisons will review and approve the UPWP Amendment; then with assistance from the District Liaison, the MPO will upload the UPWP Amendment, the TIP Modification documentation, and the "Current STIP" page to the MPO Document Portal. This notifies FHWA/FTA of the TIP and STIP Modifications and allows for review and approval of the UPWP Amendment.

Processing a UPWP Amendment with a TIP Amendment

1. District MPO Liaisons will coordinate with the MPO to concurrently process the UPWP Amendment with the TIP Amendment. Refer to Chapter 3 and Chapter 5 in the MPO Program Management Handbook for more details.
2. District MPO Liaisons will coordinate with the District Work Program Office to request a formal STIP Amendment by using FDOT's on-line STIP Amendment Application. The formal STIP Amendment must include a "Note" indicating the amendment is to satisfy the UPWP Amendment documentation requirements.
3. District MPO Liaisons will review and approve the UPWP Amendment; then with assistance from District Liaisons, the MPO will upload the UPWP Amendment, the TIP Amendment documentation, and the "Current STIP" page to the MPO Document Portal. This notifies FHWA/FTA of the TIP and STIP Amendments and allows for review and approval of the UPWP Amendment.

Technical Memorandum 19-04

Office of Policy Planning



FROM: Office of Policy Planning

DATE: June 27, 2019

SUBJECT: Incurred Costs and Invoicing Practices

Background

The Metropolitan Planning Program has been encountering many questions regarding when costs should be billed for, and paid.

The MPO Agreement (FDOT Form #525-010-02) is a **cost incurred** contract, meaning that FDOT will reimburse the MPOs for costs incurred, once an invoice and proper documentation is submitted. "Cost incurred" is accounting jargon which implies the use of the accrual basis, rather than the cash basis, of accounting.

Cash basis: expenses are recorded when cash is paid to suppliers and employees.

Example: To take advantage of early registration fees, a company pays \$900 in May for a conference to be held in September. Under the cash basis, the buyer recognizes the purchase in May, when it pays the fees. However, this method does not prevent the purchaser from seeking a refund after reimbursement by FDOT.

Accrual basis: expenses are recorded when services or goods are consumed.

Example: To take advantage of early registration fees, a company pays \$900 in May for a conference to be held in September. Under the accrual basis, the buyer recognizes the purchase in September, when staff members attend the conference.

As discussed, incurred means when the service was rendered or received, not when the cash was paid out by the MPO. While the contract requires costs to have been incurred (i.e., services rendered), additional State of Florida requirements also mandate the costs to have been paid:

Supporting documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. (*Reference Guide for State Expenditures*, Department of Financial Services, 2006, page C-5).

Applicability

The Office of Policy Planning recognizes that many MPOs operate on the cash basis of accounting. This is generally determined by the accounting systems and staff that the MPO utilizes. We will not impose accrual basis accounting within the terms of the contract period unless evidence of abuses of the cash basis of accounting exist (as described below).

The most important factor is consistency: the MPO should not be switching between a cash and accrual basis of accounting throughout the contract period, or from invoice to invoice. Otherwise, duplicate billings can occur. The sole exception occurs at the expiration of the contract. At the end of the contract period, careful attention must be paid to ensure only incurred costs are billed within the dates of the contract. This will require adjusting entries at the end of the old contract and beginning of the new contract to ensure costs are properly assigned by date incurred to the appropriate contract.¹

It is the responsibility of the FDOT MPO Liaison to understand how their MPO operates, and to act accordingly to ensure prompt reimbursement of eligible expenses. However, every two years when the UPWP and contract expire, the MPOs must utilize an accrual basis of accounting to close out the old contract and start the new. For an MPO using the cash basis of accounting, this will require the preparation of adjusting entries.

Example: An MPO pays a consultant \$3,000 for services in February and an additional \$4,000 in June under a contract that expires June 30. The services are provided in May and July. If the MPO consistently uses the cash basis of accounting, it may bill for \$3,000 services on the invoice submitted for the quarter ended March 31 (assuming the MPO invoices quarterly, rather than monthly). However, it must bill the \$4,000 for the quarter ended September 30. If the consultant had provided \$2,000 in services in June and the balance in July and August, the MPO would prorate the bill between contract periods (\$2,000 to the old contract, \$2,000 to the new).

As discussed above, incurred means when the service was rendered or received, not when the cash was paid out by the MPO. However, the State of Florida requires that costs be both incurred within contract dates *and* paid prior to the submission of the invoice.

To ease the administrative burden on MPO liaisons, the Office of Policy Planning, in consultation with the Office of Comptroller and Office of Inspector General, has determined that setting a materiality threshold is appropriate. OPP has currently set this threshold at \$500. In other words, Liaisons need only question the accrual basis of costs exceeding this threshold at the end of contract dates. However, OPP reserves the right to establish more stringent requirements on MPOs that display inconsistent accounting methods or unusual patterns of prepayment of costs under the cash basis of accounting (e.g., advance payments of unusual amount or duration not warranted by the underlying business need). Liaisons should consult with OPP before reaching a conclusion regarding possible patterns of abuse.

¹ Technically, the OPP could require cash-basis MPOs to manually calculate adjustments to accrual basis for all invoices. However, to reduce administrative burden, the OPP is currently choosing to enforce this requirement only at the expiration of each contract.

Technical

Memorandum 19-05-REV

Office of Policy Planning



FROM: Office of Policy Planning

DATE: August 2, 2019

SUBJECT: Review of MPO Executive Directors' timesheets and expenses

The purpose of this Technical Memorandum is to explain why the MPO Executive Director's timesheets and expense reimbursement invoices need to be reviewed by someone other than the Director's direct subordinate.

In accordance with 2 CFR 200.331(d)(2), the Department has a responsibility to monitor MPOs' compliance with federal regulations and ensure the adequate or effective control over and accountability for the expenditure of federal funds. In accordance with 2 CFR 200.430 Compensation—personal services, paragraph (i) Standards for Documentation of Personnel Expenses:

- (1) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
 - (i) Be supported by a system of internal control¹ which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - (ii) Be incorporated into the official records of the non-federal entity.

FDOT's Office of Inspector General (OIG) conducted audits of two MPOs in 2018 and observed the policy of requiring a direct subordinate to approve the Executive Director's timesheets. This method represents a potential conflict of interest and a risk of insufficient control.

¹ Additionally, 2 CFR 200.303 states: The non-federal entity must...establish and maintain effective internal control over the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, are based on the COSO Framework. Section 10.3 – Design of Appropriate Types of Control Activities of the Standards states:

Segregation of Duties. Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

To implement a more meaningful and adequate control, each MPO must establish a procedure for the periodic retroactive review of the MPO Executive Director's timesheets and expense reimbursements (including travel). **At a minimum, the Board Chair or Treasurer, if not the MPO Board or MPO Executive Committee, must conduct these reviews on at least a quarterly basis to ensure the proper oversight of these expenditures.** This review can be done at regularly scheduled Board or Executive Committee meetings without causing excessive administrative burden. However, those MPOs who wish to incur the added administrative burden of having a Board member review and approve timesheets or travel reimbursements in advance of payment (in lieu of retroactive review) will not be prohibited from doing so.



MetroPlan Orlando

Joint Certification – 1/1/2019 – 12/31/2019

February 4, 2020

Contents

Purpose	1
Certification Process	2
Part 2 Section 1: MPO Overview	4
Part 2 Section 2: Finances and Invoicing	7
Part 2 Section 3: Title VI and ADA.....	9
Part 2 Section 4: Disadvantaged Business Enterprises	11
Part 2 Section 5: Noteworthy Practices & Achievements	12
Part 2 Section 6: MPO Comments.....	17

Purpose

Each year, the District and the 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 Statements and Assurances](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the Statements and Assurances document. Once all the appropriate parties sign the Statements and Assurances, 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 2 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 agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes ☒ No ☐

The Interlocal Agreement was last updated on 08/14/15 and is updated as needed. The ICAR agreement was last updated on 04/28/2015 and auto-renews every five years or is reviewed for changes before that time. We are waiting for the State to update its template before updating our ICAR. The PL JPA is current for this 2-year UPWP and expires on 06/30/2020. The current FTA PTGA was executed on 10/17/19 and expires 12/31/22.

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

Please Check: Yes ☒ No ☐

MetroPlan Orlando coordinates in two forums. The first is the Central Florida MPO Alliance where regional priorities are discussed, and the second is the LRTP coordination meetings set up by FDOT to coordinate on schedule and projects.

3. How does the MPOs planning process consider the 10 Planning Factors?

Please Check: Yes ☒ No ☐

The 2040 LRTP includes an addendum for MetroPlan Orlando's performance based planning prioritization process. The process links the LRTP Goals, and Federal Planning Factors with our performance measures for prioritization.

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

Please Check: Yes ☒ No ☐

Regularly scheduled meetings with local government staff and FDOT to discuss project status. Plans and work products are coordinated with local government staff also, so work products are complementary and not duplicative prior to the technical advisory committee review.

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

Please Check: Yes ☒ No ☐ N/A ☐

MetroPlan has their Congestion Management Process (CMP) noted in the Long Range Transportation Plan in Technical Report 4, Section 2.0 starting on page 4. This document is posted on the website address: <https://metroplanorlando.org/?s=Congestion+Management+Process> Last update was January 31, 2016. The process is also discussed in the TIP pages 1-8. The CMP is being updated as part of the 2045 Metropolitan Transportation Plan.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan? If so, when?

Please Check: Yes ☒ No ☐

In 2019, MetroPlan Orlando updated its organizational Public Participation Plan, found on our website here: <https://metroplanorlando.org/wp-content/uploads/2019-PPP-Public-Participation-Plan-Approved-9-11-19-1.pdf>. We also created a PPP for our 2045 Metropolitan Transportation Plan: <https://metroplanorlando.org/wp-content/uploads/2045-MTP-PPP-Public-Participation-Plan-Approved-9-11-19.pdf>. Both plans were adopted by the MetroPlan Orlando Board on September 11, 2019.

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

Please Check: Yes ☒ No ☐

The public comment period on the two PPPs went more than 45 days (July 26-September 10, 2019).

8. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

Please Check: Yes ☒ No ☐

MetroPlan Orlando complies fully with 2 CFR 200 for procurement. MetroPlan uses all methods available under 2 CFR 200.320 which is described in the MetroPlan Orlando purchasing policy. The purchasing policy can be found at the following link. https://metroplanorlando.org/wp-content/uploads/purchasing_policy.pdf

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

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes ☒ No ☐

MetroPlan Orlando maintains sufficient records to detail the history of procurement. This includes rationale for the purchase and all purchasing documentation.

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

Please Check: Yes ☒ No ☐

MetroPlan Orlando is part of a consortium with Orange County for obtaining employee insurances. This is a favorable agreement for MetroPlan Orlando which can leverage the staff and size of Orange County to obtain better services at lower rates than could be obtained by MetroPlan Orlando alone.

11. 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 ☐

MetroPlan Orlando assigns project managers and project directors for each project. Progress reports are required with each invoice which are reviewed for accuracy and corrected when needed. Finance staff also reviews invoices for accuracy before payment. Staff recently created a pass-thru invoice review checklist to facilitate easier oversight.

Part 2 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?

MetroPlan Orlando Finance staff reviews JPAs, FDOT documents, and applicable federal and state laws. In addition, MetroPlan Orlando has policies, procedures, and checklists in place to ensure compliance and consistency including a board approved purchasing policy. Invoices are reviewed for correctness before payment. Invoices are signed off by a director for payment, vouchers for payment are signed by the Director of Finance, and checks are signed by two directors with signature authority including the Executive Director, Director of Finance, and the Director of Regional Partnerships.

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

PL, SU, and FTA invoices are submitted monthly. TD is submitted quarterly.

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

MetroPlan Orlando is a standalone entity but is not a direct recipient. Grants are passed through FDOT. However, since we receive federal funds, we are subject to and receive a federal single audit each year.

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

MetroPlan Orlando complies fully with 2 CFR 200. The Director of Finance as well as the Fiscal Manager have received training directly from FHWA on 2 CFR 200. The financial management system is well equipped to handle grant accounting and applying fringe and indirect rates. The system also can track expenditures to the UPWP task level in each grant.

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?

MetroPlan Orlando utilizes the record retention schedule GS1-SL as well as grant JPAs to determine the amount of time necessary to retain a document and always chooses the longest required duration (or longer) if a conflict exists to ensure compliance with both.

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

Proper documentation is submitted to FDOT with all invoices. Additional documents are scanned and saved to a network drive to complete yearly invoice monitoring as necessary.

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?

MetroPlan Orlando complies with all applicable Federal laws pertaining to the use of Federal-aid funds and requires all consultants and contractors to do the same. Contracts with consultants include necessary language for compliance.

Part 2 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 ☐

See the nondiscrimination & language plan page on our website for our plan, policy, and complaint filing procedure: <https://metroplanorlando.org/plans/nondiscrimination-language-plans/> The policy, complaint form, and key parts of the plan are also available on the website in Spanish.

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 ☐

The nondiscrimination language is included in all MetroPlan Orlando contracts.

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 ☐

See Title VI Program: Nondiscrimination & Language Plan for complaint procedure on pages 24-25 and appendix: <https://metroplanorlando.org/wp-content/uploads/Title-VI-Program-Nondiscrimination-and-Language-Plan-2018-FINAL.pdf>

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

Please Check: Yes ☒ No ☐

See Community Characteristics, Reaching Underserved Communities, and Providing Meaningful Access sections of our Title VI plan (pages 5-17).

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 ☐

Staff attends training on a regular basis.

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 ☐

We have not had any complaints to date.

Part 2 Section 4: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes ☒ No ☐

MetroPlan Orlando follows the FDOT DBE plan for any awards using Federal or State funds

2. Does the MPO use the Equal Opportunity Compliance (EOC) system or other FDOT process to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly entering DBE commitments and payments?"

Please Check: Yes ☒ No ☐

MetroPlan Orlando uses both the Bid Opportunity List and DBE Participation Statement for all RFP and RFP-like procurements and tracks DBE usage. MetroPlan Orlando cannot obtain the proper access to the EOC system for reporting. MetroPlan Orlando, however, does report DBE to FDOT and FTA every six months through the use of the UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS worksheet.

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

Please Check: Yes ☒ No ☐

DBE policy statements are available on our website, included in RFP documentation and incorporated into contracts for consultants.

Part 2 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.

Please see Noteworthy Practices & Achievements that follow.

Regional TSMO Program

A Regional Transportation Systems Management and Operations (TSMO) has been active for the past year to facilitate cooperation and coordination of TSMO with the MPOs/TPOs and FDOT Districts 1 and 7 along the Interstate Four (I-4) Corridor of Central Florida. Eric Hill, Director, TSMO for MetroPlan Orlando is managing this effort.

During this year, we have participated in the MPOs/TPOs Board and Committee Meetings and Workshops to discuss advancing TSMO. We have worked with staff from the MPOs/TPOs and FDOT Districts to evaluate each agency's capabilities to advance their TSMO program. The evaluation was conducted using the Capability Maturity Model (CMM) Evaluation. The CMM was developed through research for the Transportation Research Board (TRB) Strategic Highway Research Program (SHRP 2 L06). It is designed to help transportation agencies improve their TSMO activities in six critical dimensions that are closely associated with effective TSMO activities, including: Business processes; Systems and technology; Performance measurement; Culture; Organization and workforce; and Collaboration. We have met with some the MPOs/TPOs and Districts staff to discuss the results; presentations on the results are being planned for Board and Committee Meetings.

Connected and Autonomous Vehicles (CAVs)

MetroPlan Orlando commissioned an evaluation of the readiness of the local counties and cities for the emergence of CAVs. Two Technical Memorandums have been completed. The first technical memorandum is a best practices review of the current state of the CAV industry in the MetroPlan Orlando Planning area, the state of Florida and nationwide. The second technical memorandum includes a review of readiness at the local jurisdictions. Additionally, workshops were conducted in Osceola County, October 29; Seminole County, November 12; and Orange

County, November 19. Live polling and eSurvey were conducted during the workshops. A final technical memorandum will provide recommendations on readiness.

New Public Participation Plans

MetroPlan Orlando produced two new Public Participation Plans (PPP) in 2019, both approved by the Board on September 11, 2019. The first PPP covers the overall organization, including all outreach efforts. The second one specifically directs activity for the 2045 Metropolitan Transportation Plan. Both plans are written in plain language and presented in a visually-appealing format, making them public-friendly.

Expanded Community Outreach Staff

In 2019, MetroPlan Orlando added an additional public involvement full-time staff member. The new position of communication coordinator focuses on maintaining our organization's website, managing content on our social media channels, and supporting other communication needs throughout the organization. This addition has allowed us to expand our community outreach efforts.

Launch of Best Foot Forward in Seminole County

In October 2019, MetroPlan Orlando helped launch the Best Foot Forward for pedestrian safety program in Seminole County. The 17 partners in Seminole County include the county government, the sheriff's office, six cities and their respective police departments, Seminole County Public Schools, Seminole Crossing Guards, and the Florida Dept. of Health in Seminole County. They join 21 existing partners in Orange and Osceola counties, making Best Foot Forward (BFF) one of the largest grassroots coalitions in the country working to lower pedestrian fatalities and injuries.

Multimodal Connectivity & LOTIS (Land Overlayed on Transportation Information System)

MetroPlan Orlando and the East Central Florida Regional Planning Council utilized an FHWA connectivity grant to inventory every transportation facility in the three county region, and develop a tool that will look at a person's access to essential services. The LOTIS tool will identify areas of deficient land use that impact the mobility and health of our community, like food deserts and health care gaps. The analysis from LOTIS is incorporated in the 2045 MTP Update existing conditions to identify these areas, and will be used in the needs development of the plan to identify land use solutions that could satisfy a mobility need.

Metropolitan Transportation Plan (MTP) 2045

MetroPlan Orlando is using state of the practice approaches within the MTP, starting with a working group made up from a diverse, cross-sector group of industry professionals and stakeholders from interested parties including convention/tourism, freight/logistics, non-profit social services, transportation disadvantaged, higher education, and economic development. The following are other approaches we have included in the core sections of the plan in 2019:

Goal and Objectives: the 2045 Plan's Goals and Objectives consider FAST Act goals and cross cutting topics identified in the Florida Transportation Plan. Goals and Objectives were developed and vetted through the MTP Working group before presentation to the MPO's standing advisory committees.

Visualization: the 2045 MTP will utilize multiple forms of analog and digital visualization. All required technical documents will be prepared for public consumption/understanding using creative graphics and story-telling. In addition, online web maps and apps have been and will continue to be used for agency review and public viewing. We have used online comment map applications for local agency review of base year and future year land use projections. We are also currently developing an Existing Conditions StoryMap, Safety dashboard, and an online data viewer/map maker. It is our intent to continue the use of these interactive tools for later phases of the MTP including the needs assessment and cost feasible plan elements.

Congestion Management Process: Our CMP is being linked directly with the 2045 MTP's goals and objectives to ensure a seamless implementation of the MTP relating operational strategies and day-to-day decision making. The CMP will also include the development of an online dashboard which will allow planners and members of the public the ability to easily track and monitor progress of established objectives and targets.

Location Based Service Data & Origin / Destination Analysis

In 2019 MetroPlan Orlando purchased a short term license for Streetlight Location Based Service Data. Area wide transportation planning has long relied on traffic volumes, travel times, and roadway capacity. These metrics are still important, but because they are usually calculated for individual roadways, they do not always capture the full story of a transportation system, like the flow of people from their origins to their destinations.

MetroPlan Orlando is using this data within the performance based prioritization process, existing conditions of the MTP, small area studies for Longwood and Belle Isle. The intent is to use this data to more accurately define the mobility issues and opportunities in our community.

Pedestrian and Bicyclist Safety Action Plans

MetroPlan Orlando took an innovative approach to its Pedestrian and Bicyclist Safety Action Plans by collecting detailed crash typology and identifying Critical Safety Success Factors to determine crash countermeasure priorities. Critical Safety Success Factors are factors that play a leading role in both a crash type and its associated countermeasures. By analyzing the numbers of each crash type, the severity of injuries for those types, the environmental conditions and characteristics, and the associated Critical Safety Success Factors, we were able to set priorities for behavioral countermeasures, design countermeasures, and traffic control countermeasures. These plans also identified high-crash and severity corridors and identified specific countermeasures for them.

The second phase of these plans will develop fundable corridor projects based on the first phase study corridors, identify other potential locations for spot countermeasures, and develop messaging strategies for behavioral change.

Bicyclist Crash Risk Analysis

MetroPlan Orlando analyzed ten years of bicyclist crashes on ten streets with bike lanes and on ten control streets without them. Bicyclist counts were conducted on all twenty corridors to estimate risk exposure, using MioVision cameras to discern bicyclist positions (travel lane, bike lane or sidewalk) and direction (with or facing traffic). Bicyclist average speeds were also collected for travel lane, bike lane and sidewalk users. From these data points we were able to estimate risk rates (bicyclist miles between crashes) based on fault (motorist- or bicyclist-caused), bicyclist position, bicyclist direction, and bicyclist speed. While the risk for motorist-caused crashes for bicyclists traveling with the flow of traffic is lower for bike lanes and for sidewalks than for regular travel lanes, it is likely that lower average bicyclist speeds on those facility types are responsible for most of the reduced crash risk.

Health in Transportation Planning

MetroPlan Orlando seeks to put an emphasis on health in transportation planning. This goal will be reflected in the 2045 MTP and the CMP through indicators and performance measures. As outlined in the MTP goals and objectives, health can be defined as public health and environmental health. This means measuring health indicators like rates of asthma, obesity and diabetes as well as air quality indicators like ozone concentration and emissions. MetroPlan Orlando will continue to look for innovative ways of measuring health, such as through the LOTIS tool to identify areas with low access to healthy food or medical services.

In 2019, MetroPlan Orlando monitored air quality across our three-county region. In addition to our monthly air quality reports that look at ozone concentration, we also reported how air quality has changed over the past ten years in the historical air quality report.

MetroPlan Orlando's Complete Streets Policy, which focuses on safety and thereby community health, was also in its final draft stages in 2019. The policy will be ready for adoption in 2020. The policy will be the basis for future Complete Streets including the Longwood 17-92 Complete Street which will utilize the Healthy Mobility tool developed by VHB.

Our efforts of placing importance on health mean getting experts and stakeholders (including professionals from the regional hospitals, staff from the county health departments, and individuals from local health-related non-profits) involved in our process as well as getting involved in their processes. MetroPlan Orlando staff have joined and participated in several working groups in the region that focus on food access and health equity. In conjunction with the MTP, MetroPlan Orlando will create its own health and transportation working group with the express goal of planning with public health and equity in mind.

Part 2 Section 6: MPO Comments

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

The Draft FDOT Joint Certification provided to MetroPlan Orlando on January 30th, 2020 did not include any recommendations. The final Joint Certification report, that we first saw and reviewed on February 4, included a recommendation that MetroPlan Orlando work with the department to program 100% of our TMA funds in each of the first three (3) years of the Transportation Improvement Program. We had some discussion of this recommendation at the meeting. In response to the recommendation, and to ensure projects funded with TMA funds remain on schedule for project delivery, we ask that FDOT provide a letter to support their statement that the department will fund all cost over runs for any projects that were fully or partially funded with the MetroPlan Orlando TMA funds in the first three (3) years of the TIP.

We also mentioned that the Department's process for UPWP amendments or modifications has created challenges for MetroPlan Orlando to implement the core functions of the MPO. We believe that a reasonable schedule, workable for both the Department and MetroPlan Orlando, that outlines the Department's review and approval process is appropriate and deserves further consideration.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 South Woodland Boulevard
DeLand, FL 32720

KEVIN J. THIBAUT, P.E.
SECRETARY

7, 2020

Re: Statewide Mobility Week (October 30 through November 6, 2020)

Dear Community Partner,

On behalf of the Florida Department of Transportation (FDOT), I would like to invite your agency to participate in the third annual ***Statewide Mobility Week*** from October 30 through November 6. Mobility Week is a coordinated and concentrated celebration of activities to promote safe, multimodal transportation choices. During Mobility Week, partner agencies across the state host events and offer special promotions to encourage Floridians to try new transportation options.

Mobility Week was originally launched in 2016 in Central Florida as a FDOT District 5 initiative. Since its inception, our community partners have embraced the idea of collaboratively promoting safety and the use of transportation alternatives. The goal of promoting safe and sustainable transportation choices is not just embodied in the Florida Transportation Plan, but also in the regional long-range plans and local comprehensive plans of many of our partners.

During Mobility Week 2019, 235 partners hosted 193 events across 53 counties. In Central Florida alone, we hosted 50 events across nine counties with a message of promoting safe transportation choices. Last year's events included transit travel trainings, transit awareness events, free transit rides, group bicycle rides, bicycle helmet fittings, commuter travel choices events, walking tours and audits, professional workshops, community events, and other pedestrian and bicycle safety awareness events.

Considering recent developments, we are thinking of strategies that would make Mobility Week more resilient and exploring opportunities to host events virtually. Please check our website for updates on any upcoming changes.

The success of this initiative relies heavily on community partners like you. I hope you will join us as a partner agency and host events during the 2020 Mobility Week. Please e-mail us at contact@mobilityweekfl.com if you have any questions or would like to register as a partner. To learn more, please visit www.mobilityweekfl.com. I look forward to another great year.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Perdue", is written over a light blue horizontal line.

Jared W. Perdue, P.E.
Interim District Five Secretary

Improve Safety, Enhance Mobility, Inspire Innovation

TAB 5



FY 2025/26 – 2039/40 Prioritized Project List with Performance Based Planning



2040 Long
Range
Transportation
Plan (LRTP)

25 years

Prioritized Project List (PPL)

Transportation
Improvement
Program (TIP)

5 years

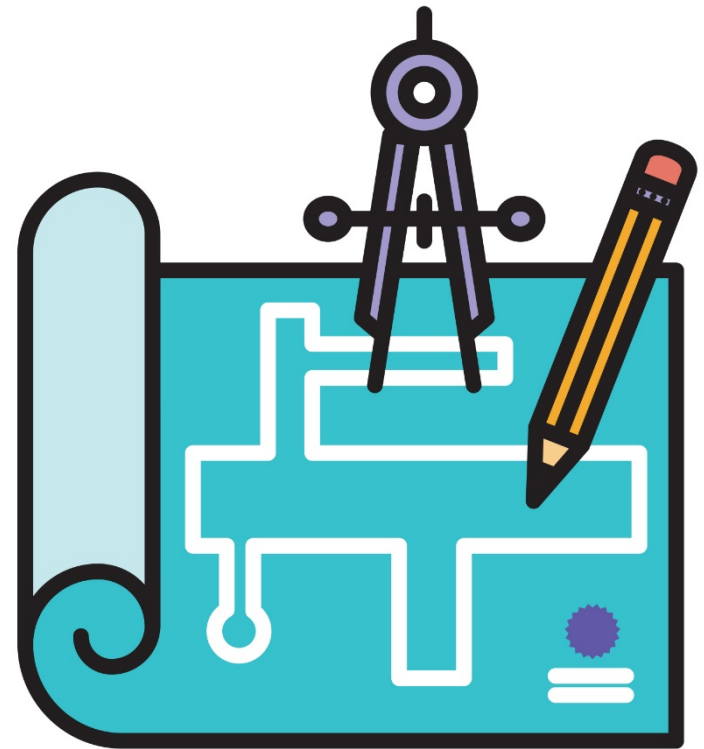


FY 2025/26 – 2039/40

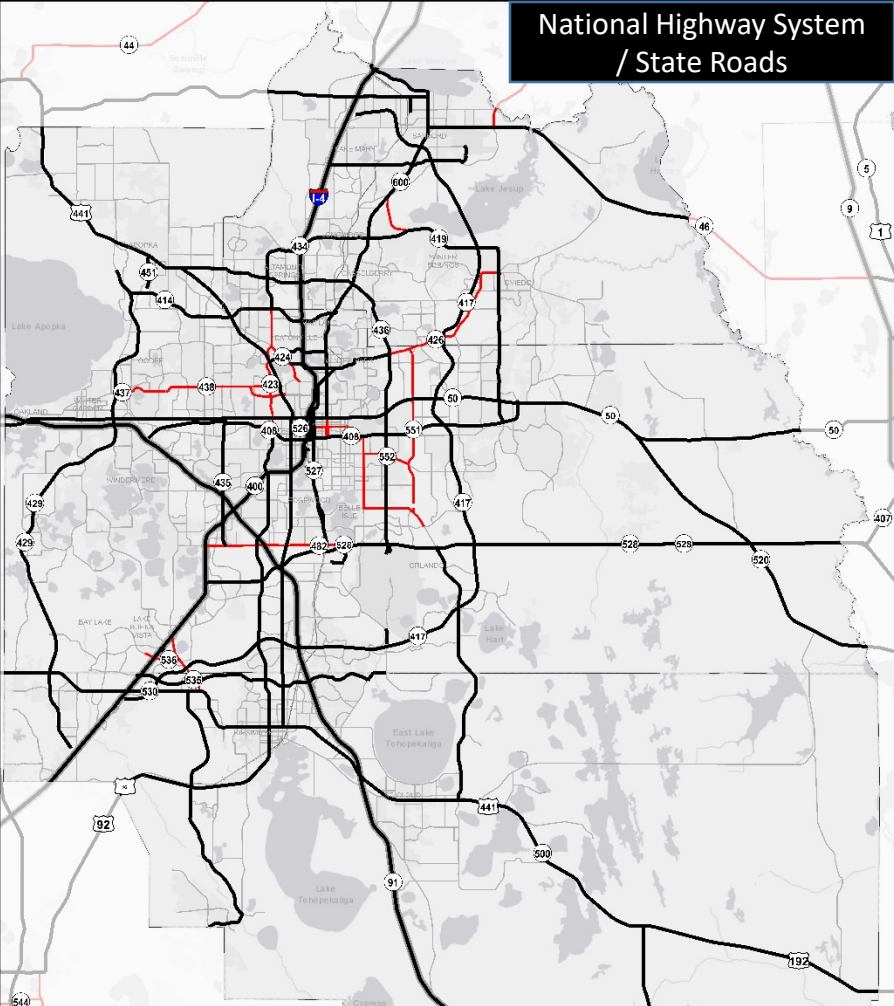
Prioritized Project Lists



- Direct Linkage to the 2040 Long Range Transportation Plan – Cost Feasible Plan
- Fiscally Constrained from State Financial Forecasts through 2040
- Project Priority List organized to support Regional Priorities and MetroPlan TMA Funding Policies



National Highway System / State Roads



720 miles

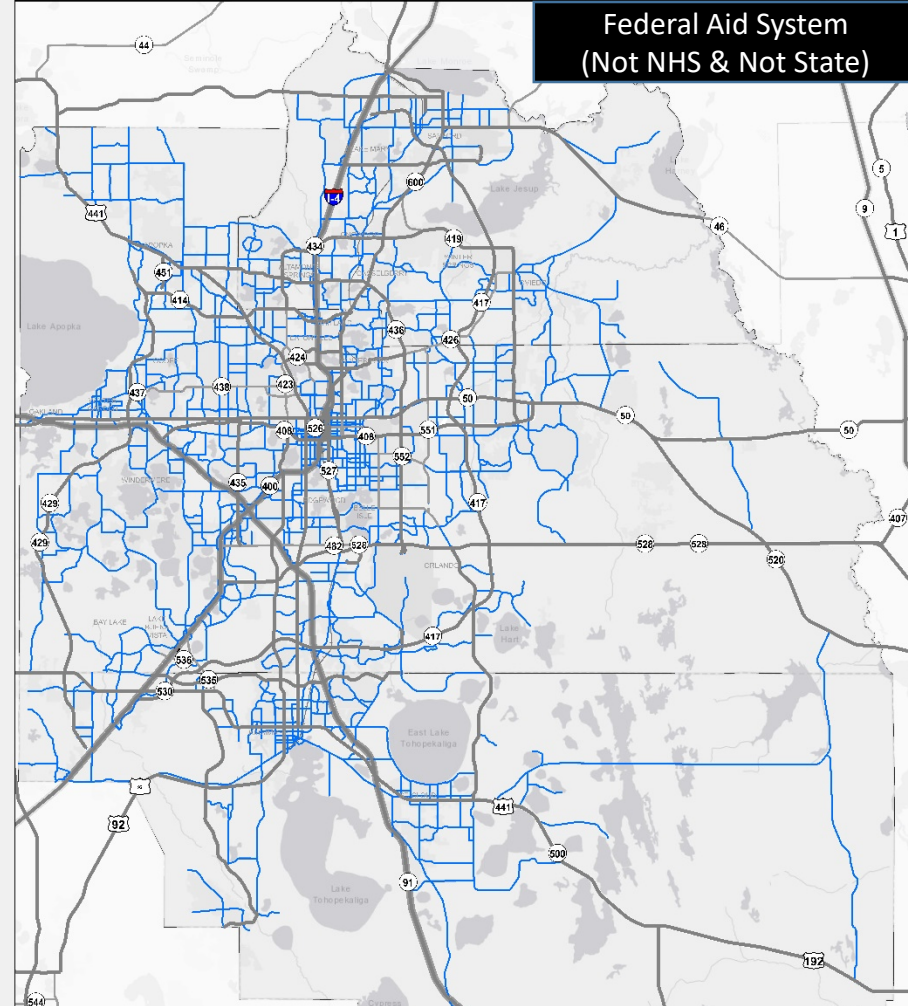
National Highway System / State Roads
(Including Toll Facilities)

Legend

- National Highway System (NHS)
- State Roads (Non-NHS)
- Off State System (Federal Aid)

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Federal Aid System (Not NHS & Not State)



1,413 miles

MetroPlan Orlando Federal Aid Roadways

Legend

- National Highway System (NHS)
- State Roads (Non-NHS)
- Off State System (Federal Aid)

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FY 2025/26 – 2039/40

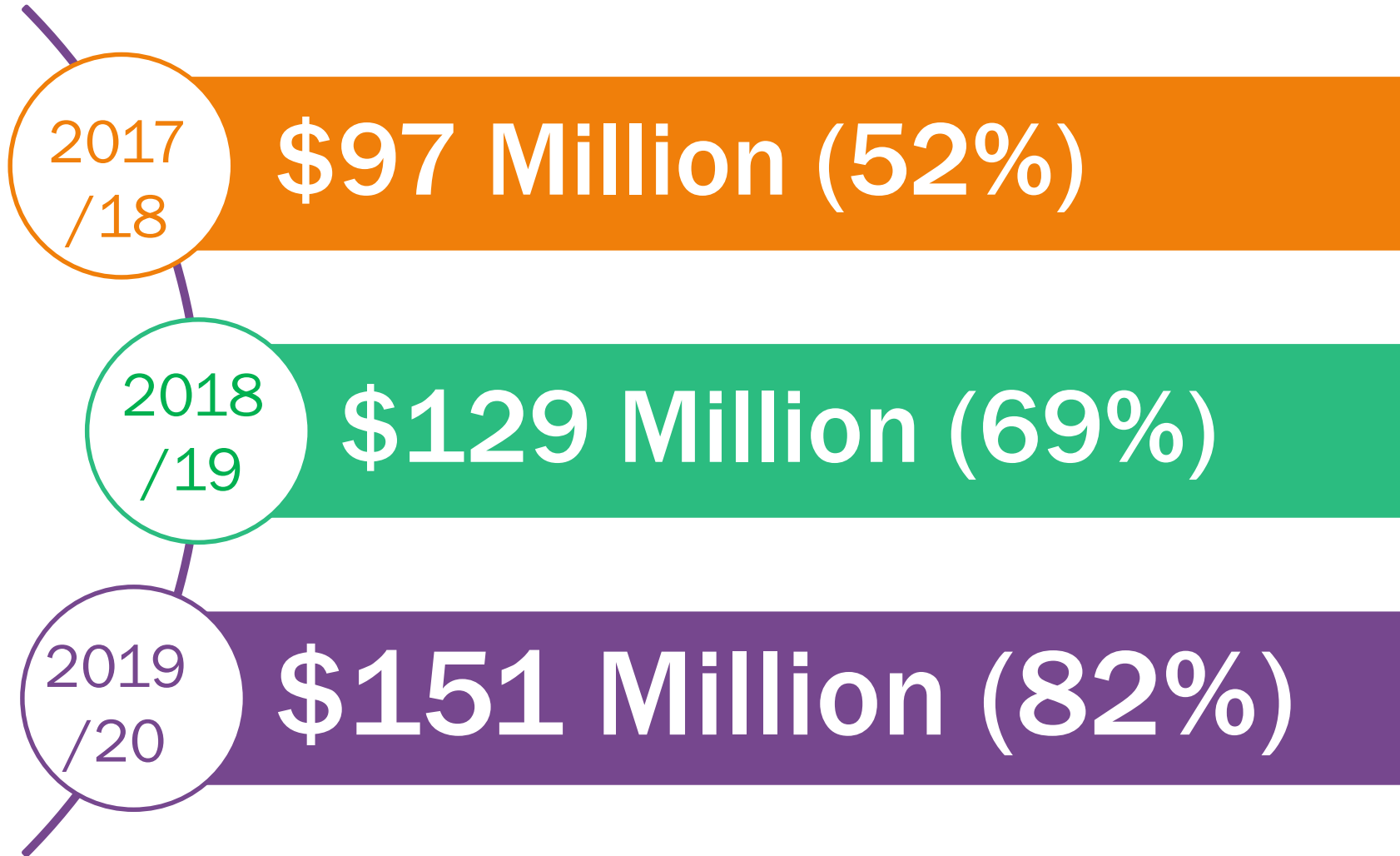
Prioritized Project Lists



- Multiple Priority Lists to allocate Federal & State (with some local) funds to mobility programs and improvements
- National Highway System / State Roads include*
 - Roadway widenings and complete streets improvements
 - Transportation Systems Management & Operations improvements
 - Bicycle, Pedestrian, Safety and SunTrail improvements
- MetroPlan Orlando TMA Funding Policy for all other Federal Aid System facilities
 - 32% - Roadway / Complete Streets
 - 17% Regional Trails / Safe Routes to schools
 - 21% Transportation Systems Management & Operations (TSMO)
 - 30% Transit Capital

**Written authorization is required for the use of MetroPlan TMA funding on a project specific basis. Projects must support Performance Measures and Board Emphasis Areas.*

How Did We Do?



Performance Measures & Target Development



Federal Performance Measures (National Highway System)

Safety

Travel Time
Reliability

Bridge
Condition

Pavement
Condition

Transit Asset
Management

MetroPlan Orlando Performance Measures (all Federal Aid Corridors)

Evacuation

Multimodal
System

Accessibility to
Attractions /
Airport /
Convention

Accessibility to
Activity Centers

Environmental
Justice

Off –Peak Period
Congestion

Air Quality

Actively
Managed
Corridors

Environmental /
Storm water
Issues

National Highway System / State Roads



- Projects Completed or removed from Project Priority List (PPL)
 - SR 50 from Chuluota to SR 520 – Construction funded for 6 lane widening (not Colonial Pkwy)
 - John Young Pkwy @ Pleasant Hill – Construction funded for interim quad road improvement
 - SR 527/ Orange from Sand Lake Road to Hoffner – Complete Streets improvements with resurfacing
 - 7 other projects removed from PPL because fully funded or no longer cost feasible
- New projects
 - FDOT District 5 Routes of Significance (RoS) – 30 corridors for TSMO strategies and monitoring

MetroPlan Mobility Program



- Projects Completed or removed from Project Priority List (PPL)
 - Edgewater Drive Complete Streets – Fully funded for Construction with MetroPlan TMA funds
 - 17th Street Sidewalks – Locally funded
 - Rouse Road @ University Intersection – Fully Funded for Construction with MetroPlan TMA funds
 - Kissimmee St. Cloud Connector & Pine Hills Trail Phase 2 – Fully Funded for Construction with MetroPlan TMA funds
 - Little Econ Trail Phase 3 & Sandspur Trail – MetroPlan Orlando TMA funds reserved for Construction
- New projects
 - 6 New Complete Street Corridors in Seminole Co., Osceola Co., Longwood & Apopka
 - 17 new TSMO projects from multiple local government partners
 - 3 new Safe Routes to Schools / School Mobility Projects
 - 3 new Regional Trail Projects

Transit Capital Projects



UPDATE – 30% MetroPlan Orlando TMA Policy must have project specific applications for funding

- Projects Completed or removed from Project Priority List (PPL)
 - LYNX Transportation Disadvantaged Phone System
- New projects
 - SunRail Parking Feasibility – Meadow Woods, Tupperware & Poinciana Stations – MetroPlan TMA funds reserved for Design in FY 2021/22 & Construction in FY 2023/24.
 - LYNX Transit Corridor Studies (US 17/92, US 441 & Pine Hills / Kirkman Rd)
 - 8 new Transit Asset & Technology Improvements

MetroPlan TRIP List



- Projects Completed or removed from Project Priority List (PPL)
 - None
- New projects
 - 3 New TRIP Candidate widening projects from Osceola Co.
 - 6 New TRIP Candidate widening projects from City of Apopka

Proposed Changes for future Project Priority List



- 2045 Metropolitan Transportation Plan (MTP) will include a performance based planning prioritized list of Cost Feasible Projects reflecting MetroPlan's Funding Policies
 - National Highway / State Roads – Other Arterial Funding with TMA funds by MetroPlan Project Specific Authorization only
 - 20% District Dedicated Revenue Funds (DDR) from the Other Arterials off the top for Premium Transit Operations
 - 10% Other Arterial (non-SIS) funds for off-System projects*
 - Complete Streets, Regional Trails, School Mobility and TSMO – programed with MetroPlan TMA funds off-system*
- Annually that list will be evaluated against performance measures
- Future Project Priority List will be a 10 year list from the MTP Cost Feasible Plan

**MPOs in TMAs can assume all estimated TMA funds and 10% of the FDOT estimates of Non-SIS Highways Construction & ROW funds can be used for "Off-System" roads – Florida Department of Transportation Revenue Forecasting Guidebook, Revenue Forecast Handbook for MPOs – July 3, 2018*

Thank You

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