

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 02/13/2024.

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: John E. Tyler, P.E.
Title: District Secretary (or designee)

Date

Name: Cheryl Grieb
Title: MPO Chairman (or designee)

Date



MetroPlan Orlando

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

Click to enter the date the review is finalized.

Initial response from MetroPlan Orlando submitted to FDOT on 01.22.2024

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Purpose

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

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

Certification Process

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

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

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

Part 1

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

Part 1 Section 1: MPO Overview

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

Please Check: Yes No

The Interlocal Agreement was last updated on 08/14/15 and is updated as needed. MetroPlan Orlando is in the process of amending the Interlocal Agreement for changes to board membership relating to the 2020 census. The ICAR agreement was last updated on 11/22/21 and auto-renews every five years or is reviewed for changes before that time. The PL JPA is current for this 2-year UPWP and expires on 06/30/24. The active FTA JPA was executed on 10/25/21 and expires 06/30/24. All FTA 5305(d) funds have been fully expended.

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

Please Check: Yes No

MetroPlan Orlando leads a Regional TSMO Program to advance TSMO planning. This effort includes seven MPOs from Central Florida, Toll/Expressway Authorities, and participation from FDOT Districts 1, 5, & 7. This program is supported with a Memorandum of Understanding between the MPOs and Working Group represented by staff from the participating agencies. MetroPlan Orlando is also part of the Central Florida MPO Alliance (CFMPOA). The CFMPOA meets 3-4 times per year and regularly coordinates regionally significant projects and issues of interest. MetroPlan Orlando is also an active participant in the statewide MPOAC meetings and staff discussions – staff participates on the freight and rail committee as well as the noteworthy practices group.

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

Please Check: Yes No

MetroPlan Orlando considers the Federal Planning Factors (supporting / improving economic vitality, safety, security, accessibility for all, environmental and energy conservation, inter-modal connectivity, efficient management and operations, preservation of the existing system, resiliency, and travel/tourism) throughout our long-range transportation planning process. The 2045 Metropolitan Transportation Plan (MTP) goals, objectives, measures and targets incorporate all 10 Federal Planning Factors. The performance measures were then used to develop the 2045 Cost Feasible Plan consistent with the performance-based planning prioritization process adopted within the Plan. Projects identified in the MTP are then prioritized based on data-driven criteria that

support the federal planning factors and incorporated into the Project Priority List (PPL). MetroPlan Orlando also has a Tracking the Trends / congestion monitoring program, where we monitor key performance indicators to assist with implementing the goals, objectives, measures, and targets from the MTP into our projects.

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

Please Check: Yes No

MetroPlan Orlando staff maintains and updates its core and supporting plans with the oversight of its advisory committees. Staff regularly schedules meetings with local government staff and FDOT to discuss project status. Plans and work products are coordinated with government and other agency partner staff throughout the year. In some cases, working groups and ad hoc committees are formed to ensure regional comprehensiveness and breadth of cooperative participation.

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

Please Check: Yes No N/A

The CMP was updated as part of the 2045 MTP (adopted December 2020). The CMP identifies existing congestion-related impacts and improvement strategies for moving both people and goods. The CMP performance measures used to evaluate the strategies' effectiveness directly align with the 2045 MTP goals and objectives related to: Safety and Security, Reliability and Performance, Access and Connectivity, Health and Environment, and Investment and Economy. The CMP also includes a monitoring program that will periodically assess the effectiveness of the strategies overtime. The CMP was amended in June 2021 to include updated data from FDOT pertaining to Emergency Response and Roadway Clearance times.

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

Please Check: Yes No

MetroPlan Orlando updated the organizational Public Participation Plan in 2019, found on our website here: <https://metroplanorlando.gov/wp-content/uploads/2019-PPP-Public-Participation-Plan-Approved-9-11-19-1.pdf>. A review of public participation activities for 2022 is located here: <https://metroplanorlando.gov/wp-content/uploads/Public-Participation-Plan-Dashboard-Annual-Review-for-2022.pdf>. A review of activities for year 2023 is under way. Additionally, MetroPlan Orlando has begun the process of updating

the organizational Public Participation Plan and intends to present it to the MetroPlan Orlando Board for adoption in 2024, after a 45-day public comment period.

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 went more than 45 days (July 26 2019 - September 10, 2019). The PPP was adopted by the MetroPlan Orlando Board on September 11, 2019.

Part 1 Section 2: Finances and Invoicing

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

MetroPlan Orlando Finance staff reviews Joint Planning Agreements (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 approved by a director for payment, vouchers for payment are approved by the Director of Finance, and payments are approved 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 and SU 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 normally a direct recipient. However, MetroPlan Orlando currently has a Safe Streets grant directly from the FHWA. Grants are normally 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 has 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 there is a conflict, 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 saved in the ERP system and can be readily accessed to complete yearly invoice monitoring or other semi-annual testing 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 and applicable State laws?

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.

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

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

Please Check: Indirect Rate De Minimis Rate N/A

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

Indirect Rate - MetroPlan Orlando has approved Fringe and Indirect cost rates from the State of Florida. Yes, MetroPlan Orlando submitted a cost allocation plan.

Part 1 Section 3: Title VI and ADA

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

Please Check: Yes No

See the nondiscrimination & language plan page on our website for our plan, policy, and complaint filing procedure: <https://metroplanorlando.gov/plans/nondiscrimination-language-plans/>. The policy, complaint form, and key parts of the plan are also available on the website in Spanish. The FDOT Title VI/Nondiscrimination Assurance is signed every other year as part of our UPWP approval (see UPWP Appendix B Certifications & Assurances).

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 and bids.

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.gov/wp-content/uploads/Title-VI-Program-Nondiscrimination-and-Language-Plan-2018-FINAL.pdf>. Title VIII not applicable.

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). Additionally, the adopted 2045 Metropolitan Transportation Plan (MTP) includes equity performance measures and thorough demographic data in the existing conditions and area profile. See MTP technical series reports for more details. MetroPlan Orlando has completed a preliminary equity audit to review existing conditions and best practices in transportation equity. We have also initiated a "Transportation for All" Plan for our organization that will analyze updated regional demographics, define transportation equity, centralize how we incorporate the topic in the regional planning process, and provide a foundation for future work. It will also include updates to our Title VI and Limited English Proficiency (LEP) plans.

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. Trainings in 2022 included: Florida Metropolitan Planning Partnership Title VI training (1/6); Assistive technology webinar (3/9); USDOT session on Equity Action Plan (5/25); SmartGrowth.org event on Walkability and Equity (10/13); USDOT Virtual Pilot Training on Meaningful Public Involvement (11/2). We also participated in a USDOT survey to research current equity efforts at metropolitan planning organizations and studied the new USDOT Equity Action Plan. Trainings in 2023 included: USDOT Justice40 Tool and Index Update webinar (2/24); FHWA Webinar: Equity in Roadway Safety Leadership Panel (4/17); USDOT Justice40 Equitable Transportation Community (ETC) Explorer Tool Updates webinar (7/2); USDOT Equity in Roadway Safety Webinar Series - Tools to Conduct Equitable Safety Data Analysis (7/14); Actionable Steps for Equitable Vision Zero Planning webinar (10/10).

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 but will keep complaints for the necessary time if received and in a summary form.

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

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

Please Check: Yes No

MetroPlan Orlando uses a qualification-based selection process that is consistent with the super circular.

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

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

Please Check: Yes No

MetroPlan Orlando maintains sufficient records to detail the history of procurement. This includes rationale for the purchase and all purchasing documentation.

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

Please Check: Yes No

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.

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

Please Check: Yes No

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.

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

Please Check: Yes No

MetroPlan Orlando's contracts include all required federal and state language from the MPO agreement.

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

Please Check: Yes No

MetroPlan Orlando follows the FDOT approved DBE plan.

7. Are the MPOs tracking all commitments and payments for DBE compliance?

Please Check: Yes No

MetroPlan is tracking all commitments and payments for DBE compliance.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete (Recordings are available on the FDOT Local Programs [webpage](#)).

Please Check: Yes No

MetroPlan Orlando staff has been trained and is in coordination with FDOT regarding the GAP system. Initial training was done before July 1, 2022 and additional training was given at the October 2022 FMPP meeting. However, the GAP system is still ill-equipped to record and track DBE payments made by vendors. A full explanation why this system doesn't work has been given to FDOT by MetroPlan Orlando.

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

Please Check: Yes No

MetroPlan Orlando includes the DBE policy statement in its contract language for consultants and subconsultants.

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

Please Check: Yes No N/A

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

Please Check: Yes No N/A

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

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

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

Please Check: Yes No N/A

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

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

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

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

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

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

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

Part 1 Section 5: Noteworthy Practices & Achievements

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

- Successful Transportation Improvement Program virtual public meeting. The virtual event was well attended with 62 total attendees. The interactive format continues to produce active engagement through live Q&A with staff and audience polling. The 2023 meeting reached over 200 people between participants at the live event and post-event views of the video recording.
- Continued improving public access to the transportation planning process. The public has permanent access to view MetroPlan Orlando Board and committee meetings virtually and provide live comments from the comfort of their homes. Meetings are also posted to our YouTube channel. In 2023, we posted a total of 62 videos to MetroPlan Orlando's YouTube channel, including 57 meeting recordings and 5 educational videos. These videos have over 4,800 views and a watch time of nearly 400 hours.
- New communication materials featuring plain language and engaging visuals. New communication tools included: 1) a compelling safety video introducing Vision Zero Central Florida and featuring how traffic crashes affect Central Floridians (watch here: <https://bit.ly/VZCFvideo>); 2) a digital transportation safety quiz used at STEAM (science, technology, engineering, arts, math) events to help middle and high school students test their knowledge and learn more about safe habits; 3) launched a new website, MetroPlanOrlando.gov (details below).
- New multilingual communication materials --- In 2023, MetroPlan Orlando increased access to transportation planning information by translating several materials for Spanish and Creole speaking audiences. Examples of translated materials include: 1) About MetroPlan Orlando brochures; 2) Active Transportation Plan study page, social media graphics and survey; 3) Vision Zero regional overview and High Injury Network fact sheets (view here: <https://www.visionzerocfl.gov/pages/d5bbe3a11a75456a82a4f05a995ccf5f>); 4) Vision Zero 'Help Identify Safety Problems' comment form/survey (view here and use language button on top of the form to toggle between languages): <https://www.visionzerocfl.gov/pages/help-identify-safety-problems>).

- New website: MetroPlanOrlando.gov --- Successfully launched MetroPlanOrlando.gov in August 2023. The new “.gov” domain emphasizes our identity as a government agency, giving members of the public confidence that they’re dealing with a legitimate government organization. The new domain registration process ensures cybersecurity by including extra steps in how accounts are authenticated and loaded, meaning data on our site is always safe, and viewers’ privacy is protected. The new website includes MetroPlan Orlando’s new branding look, reflecting the modern, dynamic, and diverse region we serve. New website features include better-organized content, including new sections on safety, technology and partner news.
- Behind-Scenes-Tours for Community Advisory Committee (CAC) members --- MetroPlan Orlando staff arranged two different behind-the-scenes tours to give CAC members a first-hand look at how transportation works in Central Florida. These tours helped educate the members and also made them more passionate about their involvement in transportation planning. The first was a tour of the Brightline vehicle maintenance facility and station in May, where attendees learned about Brightline operations, previewed the new Brightline station in Terminal C of the Orlando International Airport, and toured a train car. The second tour in September featured the FDOT Regional Transportation Management Center, where members learned about the need for the center, how it has grown, and how it is likely to grow in the future. During the tour, members watched as operators in the control center managed traffic situations, such as blocked lanes and malfunctioning intersections in real time via technology. The members also heard a presentation on the draft TSMO master plan and provided input.
- Increased youth outreach efforts --- Reaching young people in Central Florida is a MetroPlan Orlando Board priority. In 2023, we participated in several events targeted to families, where we offered activities for kids and had conversations with parents. At some of these, we were able to use the tabling event to get parents to participate in surveys, such as for our Active Transportation Plan. These events included an Aviation Day at an airport, STEAM fairs at middle and high schools, and Teach-In presentations at elementary schools. Our youth transportation activity book continues to be a hit with young children – and also for adults who pick up copies for children and grandchildren at the events. Other promotional items, such as LED bracelets, get kids’ attention and bring them to our table for transportation and safety Activities. Staff also provided several presentations to college classes on planning, public policy, and environmental effects of transportation.
- Offer targeted outreach to older adults --- Partnering with the state program Safe Mobility for Life and the Orange County Office on Aging, MetroPlan Orlando has been able to offer programs to older adults that give them useful information about transportation and safety targeted to their particular vulnerabilities. Among the events this year, staff attended a training with state coordinators for Safe Mobility for Life; participated in a roundtable with Mpack Mobility to discuss best practices in transportation options for older adults, and presented at a few different types of events – an Elder Ambassadors program to explore transportation options, a World Elder Abuse prevention fair, and contributing ideas for monthly seminars on topics for older adults called LIFE Information for Elders.

- Raise awareness of safety for visually impaired persons --- MetroPlan Orlando sponsored the design of a public service ACCESS LYNX bus wrap and co-hosted an event entitled “The Blind Experience,” that was held during FDOT’s Mobility Week, to promote awareness of Florida’s White Cane law.
- Successful Transportation Disadvantaged Local Coordinating Board (TDLCB) Annual Public Meeting for ACCESS LYNX Riders --- MetroPlan Orlando and the TDLCB hosted around 50 people at the annual public meeting for paratransit riders. The public could submit comments via email or phone prior to the meeting and could make comments during the meeting either in person from the meeting room or virtually via Zoom. A total of 45 comments were submitted (7 via zoom, 10 in person, and 28 submitted via email or phone prior to the meeting).
- Extensive local government and agency coordination --- Staff regularly participate in more than 20 project advisory committees, steering committees, and safety groups to ensure close coordination with our local government and agency partners.
- Using big data to support local governments --- We’ve provided big data resources and analysis to support a wide variety of projects in our region, including: annual signal retiming; regionwide travel time reliability, long-range transit planning, speed management and traffic studies at Kirby Smith / Narcoosee Road, traffic calming in the Crystal Lake area, cut-through traffic patterns analysis for the Town of Windermere, origin-destination (OD) data for long-range traffic forecasting, origin-destination (OD) data for bicycle and pedestrian safety studies in both Seminole and Osceola counties, and safety studies at Plymouth Sorrento Rd at Highlands Ave.
- Emphasized safety and vulnerable road users in planning process --- Continued use of performance-based planning and prioritization process to include board preference weighting for safety and emphasis on vulnerable road users, including adopting a Prioritized Project List with safety and vulnerable roadway user emphasis. Established Vulnerable Road Users Safety Working Group has been elevated to serve a regional Vision Zero Task Force with broaden participation. This group meets regularly to review and provide guidance on MetroPlan safety planning efforts. Another practice initiated by MetroPlan Orlando staff this year are “safety moments” during our advisory committee and board meetings.
- SS4A Regional Action Plan Grant --- With the support of all our local partners, MetroPlan Orlando has launched a regional Vision Zero initiative to develop a comprehensive Vision Zero Safety Action Plan, including Action Plans tailored for each local jurisdiction. Ongoing efforts include the identification of High Injury Networks for each jurisdiction and for the entire region, prioritizing efforts in disadvantage communities, identifying feasible projects that have the most safety impact, and identifying key behavioral changes needed and methods for encouraging those changes. The plans will include a range of innovative strategies to implement the safe system approach including data-driven, evidence-based project identification; low-cost, high-impact project solutions, and an inclusive public engagement plan. See <https://www.visionzerocfl.gov/> for more information about the grant effort.

- Using our regional MPO resources to advance cross-jurisdictional planning projects --- In 2022, MetroPlan Orlando staff served on a variety of Project Advisory Groups, Agency/Stakeholder Meetings, and other similar Advisory Groups to aid in the development of transportation projects that support both local and regionwide travel needs. By coordinating with multiple agencies and partners at the table, we're able to build consensus on the best transportation solutions to implement. We provided technical support and resources to partner-led projects, in-house support to distribute messages to the community to obtain public input and coordinated with public information staff at partner agencies.
- Highlighting health in transportation planning --- Over the past five years, MetroPlan Orlando has rapidly scaled up its efforts to consider health in all transportation policies. Health is integrated into the current transportation planning process and has a programmatic presence. Staff have also routinely been involved in each of the three counties' Community Health Improvement Plans (CHIPs). MetroPlan Orlando is continuing to build off the work outlined in the Health Strategic Plan (2022) to incorporate health and sustainability into our plans, programs, and processes. The HSP will act as a foundation to the health section of the forthcoming 2050 MTP. More info at: MetroPlanOrlando.gov/health
- Ozone Contingency and Carbon Reduction planning --- We continued work on the Ozone Contingency Plan and Carbon Reduction Strategy with the University of Central Florida (UCF) to better assess current air quality and develop measures to maintain healthy air quality in the future. There are three key phases in the plan: identifying key sources of air pollution, learning where and when the highest emissions are happening, and investigating policy options to reduce emissions. The team at UCF has utilized the MOtor Vehicle Emission Simulator (MOVES) model and detailed traffic data from Streetlight Analytics to determine existing conditions. After receiving feedback from the public and local stakeholders, the team analyzed potential future strategies and evaluated their relative ability to reduce emissions in our region. Additional work was done to explore monitoring sensors and is featured as an appendix in the plan. The work completed for the plan will be integrated into the Community and Environmental portion of the 2050 MTP.
- Collecting bicycle and pedestrian counts and behaviors --- MetroPlan Orlando has completed four years of collecting pedestrian and bicyclist counts along streets, highways and shared use paths using a video camera system that uses artificial intelligence to count non-motorists, differentiating bicyclists from pedestrians, and determining their lateral position along streets, and direction. This data helps us more accurately assess the safety performance and mode shift performance of our pedestrian- and bicyclist-related improvements.

- Active Transportation Plan --- Building on MetroPlan Orlando's existing plans as well as partner agency bicycle and pedestrian plans, the Active Transportation Plan (ATP) aims to create a cohesive master plan for non-motorized needs in Central Florida. This project includes refreshing our bicycle and pedestrian points of interest (activity centers) and the development of a low-stress network of facilities to allow users to travel to and from destinations safely while using an active mode of transportation. As part of the ATP efforts, a list of potential new projects and enhancements to existing projects has been created and intensely evaluated by technical staff, agency partners, the public, and a robust and diverse steering committee. The Steering Committee has also met to discuss policy recommendations, create project prioritization recommendations, and give feedback on proposed projects. This project sets goals and objectives for 2050 that will be incorporated into the 2050 Metropolitan Transportation Plan.
- 2050 Metropolitan Transportation Plan --- The Metropolitan Transportation Plan (MTP) serves as the long-term vision and guide to craft our community's future as the region matures. The 2050 MTP will evaluate the state of the region, identify future trends and drivers of change that may influence or change how the region grows, and then determine the physical and policy infrastructure necessary to support the community. This effort will include a multi-faceted needs assessment, which will include active transportation, transportation systems management and operations, transit, freight and standard vehicles in addition to safety/vision zero initiatives, health, environmental, and resilience. The identified needs will then be prioritized, and alternative infrastructure investment scenarios developed to determine the cost feasible projects which will be implemented over the coming years. Planning and preparations for the 2050 MTP were initiated throughout 2023, including preliminary needs assessments for TSM&O and active transportation (bike and pedestrian) needs, with an expected launch of the 2050 MTP's development in early 2024.
- Refresh of TIP Document --- In 2023 MetroPlan Orlando completed a refresh of the FY 2024-2028 TIP. The new MetroPlan Orlando branding was incorporated into the document this year. In addition, MetroPlan Orlando staff refreshed the TIP document to make it more visually appealing, easier to read, and user friendly. The TIP was approved by the MetroPlan Orlando Board on July 12, 2023, and submitted to FDOT in advance of the deadline.
- Regional TSMO Strategic Plan --- MetroPlan Orlando kicked off the Regional TSMO (RTSMO) Strategic Plan in August 2023. The scope of work is to provide MetroPlan Orlando staff with support to develop a Regional TSM&O Organizational Strategic Plan for the Central Florida region. The catalyst for the Strategic Plan was a Peer Exchange previously held between transportation planning agencies in Central Florida and across the country that focused on the value and potential for establishing an organizational platform for RTSMO including identification of recommended actions. The following task items are included in the scope of work: developing an organizational vision, goals and objectives; assessing regional strengths and opportunities in the TSMO space; developing a strategic framework, initiatives, and actions; identifying a workable RTSMO Organizational Structure; finalizing the RTSMO Strategic Plan; and coordination with partners from M/TPOs in the region.

- TSMO Master Plan --- Throughout 2023 MetroPlan Orlando continued development of a TSMO Master Plan to define and prioritize low-cost solutions that can maintain and improve the transportation system. TSM&O strategies can improve the operations, safety, and reliability of our transportation system through technologies and communications in infrastructure and vehicles. The TSM&O Master Plan process will help to: define how TSM&O solutions and strategies can improve our transportation system; coordinate the TSM&O efforts of each agency in the region to create a unified and effective planning approach; and prioritize TSM&O projects to be included in MetroPlan Orlando's 2050 Metropolitan Transportation Plan.
- CFMPOA TSMO Project Evaluation --- A TSMO category has been added to The CFMPOA Regional Prioritization Priorities and Process. For this category, an evaluation methodology was created and includes a definition, eligibility, and criteria for a regional TSMO project. The definition was developed with the assistance of the TSMO Consortium. FDOT Transportation Regional Incentive Program (TRIP) is used to determine eligibility. Criteria - a regional TSMO project must meet one or more of the following: included in the MPO LRTP, PPL, the STIP, TIP and consistent with the local government comprehensive plan; consistent with the Strategic Intermodal System (SIS); provides connectivity to SIS corridors, hubs, or connectors; be a component of an Integrated Corridor Management System (ICMS); and allow for bundling projects and/or integrated strategies.
- Annual Traffic Signal Retiming and Before/After Studies --- MetroPlan Orlando is funding retiming on 20 (of 23 requested) corridors as part of the FY 2023-2024 retiming program; NTP was granted in October 2023 and all the re-timings will be completed by June 30, 2024. Additionally, professional services have been procured to complete the Before and After evaluation of the FY 2022-2023 slate of retimed corridors/intersections.
- EV Charging Master Plan --- MetroPlan Orlando kicked off the Electric Vehicle (EV) Readiness Study in November 2023. The study will provide a regional approach for supporting current and future EV drivers traveling within the MetroPlan Orlando planning area. The Study will have four main objectives, including: providing background information on EV technologies; assessing existing conditions of Electric Vehicle Supply Equipment (EVSE) and projected EVSE needs in Orange, Osceola, and Seminole counties; making recommendations on policies and regulations for jurisdictions to consider in implementing EVSE charging sites, including burdens on disadvantaged communities; and coordinating with utilities to determine what type of upgrades the region's power system might need to meet certain charging infrastructure goals and develop a framework for planning and monitoring EVSE infrastructure. The Final Report will be a living document that should be updated within 3-5 years to reflect new data (on user adoption rates, capacity of the electric grid, etc.), completed projects, and in particular new policy recommendations.

- Improved Online Maps and Dashboards --- Tracking the Trends is an ongoing and evolving program designed to feature transportation data and trends. This program tracks over 100 statistics aligned with and exceeding the focus areas laid out in the 2045 MTP. The program was recently streamlined to make data more accessible and digestible to the public as well as MetroPlan Orlando's partners. A more streamlined Tracking the Trends site has been created to feature Transportation Trend Highlights using ESRI StoryMaps. Part of this effort has included shifting historic and longform data to an online data clearinghouse, which will be available to the public. The data is updated on a rolling cycle as new information is made available from a variety of verified sources at the state, local, and federal level.
- Feasibility Analysis and Concept Planning for Critical Sidewalk Bundles --- Recognizing the need to advance projects that improve pedestrian connectivity and safety for the region, MetroPlan Orlando has been working with regional partners to scope the evaluation of the feasibility for priority sidewalk improvement bundles for federal funding consideration. The feasibility studies will include coordination with local agencies and stakeholders, identification of factors that may impede the project's constructability, the development of concept plans for alternatives that evaluate varying alignments to minimize/avoid right of way needs and minimize construction costs, and the identification of preliminary engineer's opinion of probable cost.
- Supported LYNX in the development and preparation of Transit Planning Products --- MetroPlan Orlando has continued its close partnership with the Central Florida Regional Transit Authority (d/b/a LYNX). Specifically, staff has been hands-on in projects including Transit Asset Management Plan support, Transportation Disadvantaged Service Plan, Farebox and Automated Passenger Counter Data Analysis, and Run-Cut Analysis. MetroPlan Orlando staff meets with LYNX Planning staff on a monthly basis to coordinate these projects and more to ensure proactive transit planning throughout the region. For effective transit planning in the 2050 MTP, MetroPlan Orlando will continue its coordination with LYNX to create the Transit Vision Master Plan, which will go 15 years beyond LYNX's Transit Development Plan.
- Successful Federal Certification --- In March 2023, MetroPlan Orlando had its quadrennial federal certification with representatives from Federal Highway Administration and Federal Transit Administration. The visit resulted in a clean certification report with no corrective actions, no suggestions for improvement, and multiple noteworthy practices identified. MetroPlan Orlando takes great pride in this successful certification of our planning process.

Part 1 Section 6: MPO Comments

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

None.



MetroPlan Orlando

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

Initial Review for 02/13/24 Meeting

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Purpose

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

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

Certification Process

Please read and answer each question within this document.

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

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

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

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

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

Risk Assessment Process

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

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

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

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

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

- (1) Reviewing financial and performance reports required by the pass-through entity.*

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in §200.425.

If an MPO receives a Management Decision as a result of the Single Audit, the MPO may be assigned the high-risk level.

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

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

Table 1. Risk Assessment Scoring

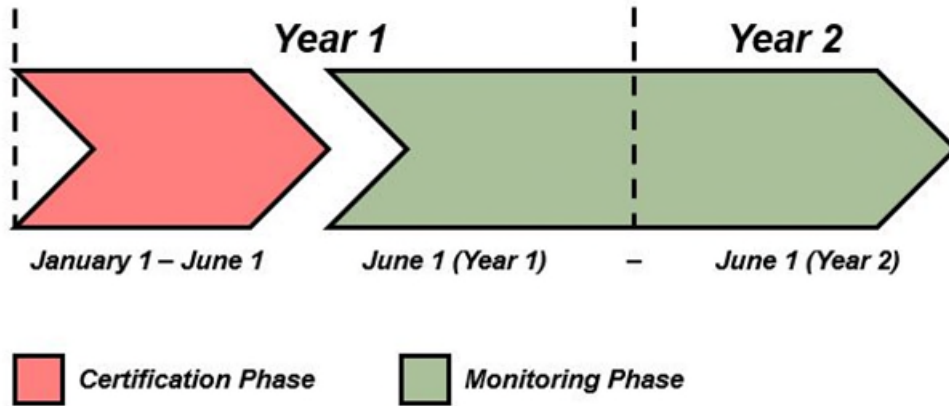
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

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

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year’s Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

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

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

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

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G2796-7	10/01/22-01/31/23	02/08/23	No
G2796-8	12/01/22-02/28/23	03/07/23	No
G2796-9	09/01/22-03/31/23	04/10/23	No
G2796-10	11/01/22-04/30/23	05/09/23	No
G2796-11	01/01/23-05/31/23	06/19/23	No
G2796-12	01/01/23-06/30/23	08/03/23	No
G2796-13	07/01/23-07/31/23	08/18/23	No
G2796-14	07/01/23-08/31/23	09/11/23	No
G2796-15	07/01/23-09/30/23	10/10/23	No
G2796-16	07/01/23-10/31/23	11/09/23	No
G2796-17	09/01/23-11/30/23	12/06/23	No
G2796-18	09/01/23-12/31/23	01/10/24	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			12

Total Number of Invoices Submitted	12
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MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

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

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

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
G2796-7	7
G2796-8	7
G2796-9	7
G2796-10	7

G2796-11	7
G2796-12	7
G2796-13	7
G2796-14	7
G2796-15	7
G2796-16	7
G2796-17	7
G2796-18	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	84

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

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.
- Submitting travel charges that do not comply with the MPO’s travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
G2796-17	7
* of the 25 Materially Significant Finding Questions – only 7 applied due to lack of Travel Reimbursement & Direct Expenses.	
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	7

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

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

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

Please Check: Yes No N/A

Risk Assessment Score

Please use the Risk Assessment worksheet to calculate the MPO's risk score. Use **Table 5** as a guide for the selecting the MPO's risk level.

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual

52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 100%

Level of Risk: **Low**

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

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

Please Check: Yes **No**

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

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

Click or tap here to enter text.

Part 2 Section 3: Transportation Improvement Program (TIP)

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

Please Check: Yes No

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

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

Draft TIP review checklist_MP.pdf (05/16/2023)
Draft_MetroPlan_Orlando_FY2324-FY2728_TIP.pdf (5/16/2023)
FY 2023_24 - 2027_28 MetroPlan Orlando TIP - Revised Draft for Adoption.pdf (06/21/2023)
Approved Resolution 23-07 TIP Approval.pdf (07/12/2023)
MetroPlan Orlando FY 2023_24 – FY 2027_28 TIP.pdf (07/12/2023)

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

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

Please Check: Yes **No**

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

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

Click or tap here to enter text.

Part 2 Section 5: Clean Air Act

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

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Title(s) of Attachment(s)

N/A

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

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

Please Check: Yes No N/A

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be compliant with the existing DBE reporting requirements.

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

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

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

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

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

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

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

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

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

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

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

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

Part 2 Section 8: District Questions

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

1. Which processes should FDOT consider improving to assist the MPO in carrying out its day-to-day operations?

See response to question #2. Only item of concern this year relates to the 3R smart scoping process and communication/ expectations management with MPO staff and local agency partners. This is a topic we would like to discuss in more detail during our follow-up meeting.

2. In which areas could FDOT consider improving to enhance the relationship between the MPO's and the Department?

Overall, the relationship between MetroPlan Orlando and the District staff has greatly improved over the past 2-3 years. Continued open lines of communication with all relevant FDOT district offices will ensure this continued success.

3. Please provide any regional planning activities anticipated within the next year and provide details.

- Continued regional coordination and administration of the CFMPOA.
- Continued Vision Zero Safety Planning – Purpose: Develop Vision Zero Safety Action Plans, compliant with Safe Streets and Roads for All (SS4A) requirements, to improve safety throughout the transportation system for all participating jurisdictions. Key Tasks: Convene Vision Zero Task Force/Steering Committees; Perform public outreach, engagement, and education activities; Develop Regional and Local Vision Zero Safety Action Plans; Conduct Demonstration Projects.
- 2050 MTP/LRTP: Public Participation, Multimodal Project Identification, Prioritization, and Investment Policy – Purpose: Develop a 2050 MTP/LRTP consistent with

federal/state requirements in collaboration with local and regional agency partners. Key Tasks: Engage with the public, local governments, transportation partners, and other interested parties; Analyze and report on key metrics for systems performance; Update the Congestion Management Process; Evaluate future financial resources for federal, state, and local agency funding forecasts; Formulate community and environmental strategies for future growth; Identify regional and local transit-supportive policies and implementation strategies; Prepare inventory of multimodal transportation system assets, conditions, and performance to identify multimodal needs, projects, and improvement strategies; Develop prioritization policy to evaluate the identified multimodal projects and strategies; Refine infrastructure investment policies and compare alternatives; Agency coordination in preparation of socioeconomic (TAZ) data, existing and committed network, etc. to support the update of the Central Florida Regional Planning Model in cooperation with FDOT.

- EV Charging Readiness Study – Purpose: Provide a regional approach for supporting current and future EV drivers traveling within the MPO planning area. Four key objectives: Provide background information on EV technologies, Assess EV supply equipment, Gap analysis of projected EV supply equipment needs, and Make recommendation on policies and regulations for partner jurisdictions to consider in implementing EV charger sites. Key Tasks: Agency and public participation including topic specific workshops; Assess Electric vehicle supply equipment using a mix of field reconnaissance, survey, or other means of data collection; Analysis and identification of potential of charging infrastructure; Develop implementation and monitoring plan.
- Annual Traffic Signal Retiming – Over the next 12-months, work will include various tasks including: Review and document the type, age, condition, capability of the equipment, and existing timing plan at each intersection within the arterial, existing phasing, number of lanes and lane assignments, and the coordinating medium on an agency of FDOT inspection form. Determine the optimum system timing pattern(s) for the optimum cycle length during different times of the day/week.
- Annual Before/After Study for Traffic Signal Retiming – Purpose: Assess return on investment for traffic signal retiming program. Key Tasks: Initial setup and scheduling will include coordination of data collection procedures and scheduling of data

collection at the specified roadway locations with close coordination between the consultant, MetroPlan Orlando, local agency, Orange, Osceola, and Seminole Counties. Establish the performance measures to be used to evaluate the effectiveness of signal retiming on each corridor. Performance measures may include intersection delay, corridor travel time, or other metrics. The data collection will be unique to each performance measure. Data analysis will be conducted for each corridor according to the selected performance measure. Travel time data will be reduced into the proper format for use in traffic operations and Level of Service (LOS) analysis. The output will summarize data for each corridor which shall include distance traveled, time duration, average speed, roadway class, speed limit of roadway segment and LOS.

- Transportation Demand Management (TDM) Plan – Purpose: Encourage use of sustainable modes of transportation through education and incentives. Key Tasks: Agency and public participation; Literature review to identify menu of TDM strategies and best practices; Document existing conditions and programs in the region + cost feasible projects that will support sustainable transportation options; Goal/Objective setting; Identify applicable strategies, funding sources and partners; Identify next steps, performance measures and process for evaluating progress.
- Annual Congestion Management Reporting with Online Data Visualization Dashboards – Purpose: Enhance public access and visualization of transportation monitoring data while supporting partner agencies through improved data sharing and analytics. Key Tasks: Collection, assembly, and analysis of various data sources; CMP Monitoring and Ongoing Reporting; Updates to Online Data Viewer; Updates to Vision Zero Hub/Dashboards; Updates to Tracking the Trends Story Maps; Maintenance of existing and preparation of new online maps/dashboards.
- Bike/Pedestrian count program – Purpose: Using specialized video cameras at temporary locations to count pedestrians and bicyclists along streets and paths. Counts are used to assess effectiveness of projects for mode shift and safety. Key Tasks: Processing, analyzing, and reporting pedestrian and bicyclist counts based on video feed uploaded to online portal.

- Feasibility Analysis and Concept Planning for Critical Sidewalk Bundles – Purpose: Develop sidewalk bundle concepts and evaluate feasibility in preparation for design phase LAP requirements. Key Tasks: Agency coordination; Document existing conditions; Define design criteria; Develop sidewalk concept plans; Prepare engineer’s opinion of probable cost; Document process and findings.
- Corridor Concept / Subarea Planning Studies – Purpose: Develop planning concepts for priority projects and evaluate feasibility in preparation for LAP design phase requirements. Key Tasks: Agency and Public Participation; Data Collection; Needs Assessment; Field Reviews; Alternatives Assessment; Prepared Typical Section/Intersection Alternatives; Planning Level Opinion of Probable Costs; Concept Development and Implementation Plan; Evaluate alternatives’ cultural and environmental impacts; Prepare environmental document(s) consistent with project Class of Action determination/LAP design intake requirements.

4. This question is intentionally left blank.

5. This question is intentionally left blank.

Part 2 Section 9: Recommendations and Corrective Actions

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

Status of Recommendations and/or Corrective Actions from Prior Certifications

The 2022 recommendation for MetroPlan was to work cooperatively with FDOT during the development of their Transportation Improvement Plan (TIP) so that it could be completed prior to July 15th. MetroPlan and FDOT's cooperative relationship has improved over the past few certifications, and MetroPlan was able to complete their TIP process last year uploading their completed TIP on July 12th.

Recommendations

The Department's recommendation is that MetroPlan continues its good work and coordination with the Department so that the transportation and safety needs for communities we jointly serve can be met. The Department appreciates the work MetroPlan has put into building up the relationship between the two entities and hopes to see continued growth and cooperation.

Corrective Actions

The Department has no corrective actions at this time.

Part 2 Section 10: Attachments

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

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

Click or tap here to enter text.