

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 Select MPO 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 insert date.

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

Name:
Title: District Secretary (or designee)

Date

Name:
Title: MPO Chairman (or designee)

Date



MetroPlan Orlando

Joint Certification 2021

2/2/2022

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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. 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 06/30/22. The active FTA JPA was executed on 10/25/21 and expires 06/30/24.

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

Please Check: Yes ☒ No ☐

MetroPlan Orlando is leading a Regional TSMO Program to advance TSMO planning. This effort includes seven MPOs from Central Florida, 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 on interest.

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

Please Check: Yes ☒ No ☐

The 2045 Metropolitan Transportation Plan (MTP) goals, objectives, measures and targets incorporate all 10 Federal Planning Factors. The performance measures are used to develop the 2045 cost feasible plan consistent with the performance based planning prioritization process adopted within the plan.

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 ☐

The CMP was updated as part of the Update of 2045 MTP. 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. Lastly, the CMP also includes a monitoring program that will periodically assess the effectiveness of the strategies overtime.

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.org/wp-content/uploads/2019-PPP-Public-Participation-Plan-Approved-9-11-19-1.pdf>. A review of public participation activities for late 2019 and 2020 is included in our 2045 MTP Public Participation Report here: https://metroplanorlando.org/wp-content/uploads/2045MTP_PublicParticipationReport_Adopted-20201209_web.pdf. A review of 2021 activities will be completed in the first quarter 2022.

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-September 10, 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 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 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 scanned and saved to a network drive 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?

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.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 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.org/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 recently 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 an equity audit under way that will explore the distribution of transportation benefits and disbenefits across the region through a social equity lens as well as to catalog how equity is addressed through existing policies and plans. The audit includes a qualitative review of best practices and a quantitative analysis of the transportation system in Central Florida with specific emphasis areas referred to as "Equity Analysis Areas". There will be a presentation for internal review and discussion tentatively in May, with the potential to provide initial findings and recommendations to the Board and committees in summer 2022.

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. Most recently, we attended Title VI training on contracts at FMPP 2022 and USDOT's Justice40 training in November 2021.

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 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. Does the MPO use the Equal Opportunity Compliance (EOC) system to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly accept DBE commitments and payments?

Please Check: Yes ☐ No ☒

MetroPlan Orlando does not have access to the EOC system.

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 is scheduled to receive training on the GAP System on Tuesday, January 25, 2022.

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

Please Check: Yes ☒ No ☐

Yes. 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.

Regional TSMO Program. Under TSMO Program, MetroPlan Orlando is collaborating on TSMO planning with multiple MPOs in Central Florida. This program has been awarded a FHWA STIC to support staff.

Staff also partnered with UCF for a FHWA Safety grant to demonstrate a crash prediction tool, with CUTR for a National Institute Congestion Reduction research grant on the Feasibility of Sustaining a Regional TSMO Program and Department of Energy award to evaluate Cooperative Driving Automation using the regional models of the M/TPOs included in the Regional TSMO Program.

2021 Regional Transportation Survey. We overhauled our public opinion survey and gained valuable insights from 3,055 respondents on a variety of new topics, including distracted driving, speeding, awareness of pedestrian safety signage, understanding transit challenges and opportunities, equity, funding, driverless vehicles, electric vehicles, and preferences for future travel methods.

Successful Transportation Improvement Program virtual public meeting. The virtual event was well attended with 105 total attendees, a 42% increase over last year's virtual TIP meeting.

Improved 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 2021, 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 5,700 views and a watch time of more than 559 hours.

Community Advisory Committee (CAC). Conducted orientations for 10 new CAC members and streamlined overall committee member onboarding, developing a standardized presentation for new member orientations for all advisory committees.

New communication materials featuring plain language and engaging visuals. New communication tools included: 1) A 2021 Annual Report themed *Fast Forward*, which focuses on our newly adopted 2045 Plan and highlights how Central Florida is expected to change between now and the year 2045; 2) Fact sheets posted to our website to provide a concise briefing on timely topics, such as pedestrian safety and ACE (automated, connected, electric) technology; 3) Improved the annual *Tracking the Trends* publication and converted it to a digital piece.

Van wrap & event to raise awareness of safety for visually-impaired persons.

MetroPlan Orlando sponsored the design of a public service ACCESS LYNX van wrap and co-hosted Mobility Week The Blind Experience event to promote awareness of the white cane law.

New tool for student outreach. Created a special 20-minute video program for a middle school's virtual STEAM day event (STEAM = science, technology, engineering, arts, math) involving interviews with planners to learn about transportation careers and a 'how to design your own street' activity.

Extensive local government and agency coordination. Staff regularly participates 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; origin-destination (OD) data for Oviedo Mobility fee support; Streetlight OD data for LYNX Transit Development Plan; travel characteristics for Osceola Traffic Signal Master Plan; OD data for FDOT's I-4 Beyond the Ultimate South; travel data to support Seminole County's RAISE grant application; Forest City Road Analysis for final design considerations for FDOT/Orange County project; I-Drive OD analysis for I-Drive workers; Lake Howell School Pedestrian Crossing Analysis for Best Foot Forward pedestrian safety work; SR 535 PD&E OD Analysis to evaluate alternatives; travel characteristics for Air Quality Contingency Study with UCF; support for the Seminole County Community Health Improvement Plan; and Sanford Airport travel characteristics to support access discussions.

Successful documentation of the 2045 Metropolitan Transportation Plan (MTP) & Congestion Management Process. Completed official documentation for the 2045 Plan, posting all 16 adopted technical reports to our website. Met federal requirements for technical and public participation processes.

Emphasized safety and vulnerable road users in planning process. Updated 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. Additionally, we completed a Bicycle & Pedestrian Safety Action Plan and are working on implementation with local government partners (Orange, Osceola, Seminole). We also completed four safety audits on our top state critical crash corridors for FDOT to advance with Highway Safety Funds.

Using our regional MPO resources to advance cross-jurisdictional planning projects.

In 2021, we kicked-off the 10th Street Complete Street Concept Development with Osceola County and St. Cloud and the Rock Springs Road Complete Streets & West Orange Trail Concept Development study with City of Apopka and Orange County. By bringing multiple agencies and partners to the table, we're able to build consensus on the best transportation solutions to implement in these corridors. Both the 10th Street & Rock Springs Road studies have robust public participation plans, and we provide in-house support to obtain public input, distribute messages to the community, and coordinate with public information staff at partner agencies. We also assisted the City of Oviedo with a Mobility Plan (Comprehensive Plan Transportation Element).

Highlighting health in transportation planning. In 2021, we developed a Health Strategic Plan to incorporate health and sustainability into MetroPlan Orlando's plans, programs, and processes. We also began an Air Quality & Contingency plan with UCF to better assess current air quality and develop measures to maintain healthy air quality in the future.

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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.

See Part 2 (District Questions) for MPO comments



MetroPlan Orlando

Joint Certification 2021

2/2/2022

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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 9: 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 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 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.

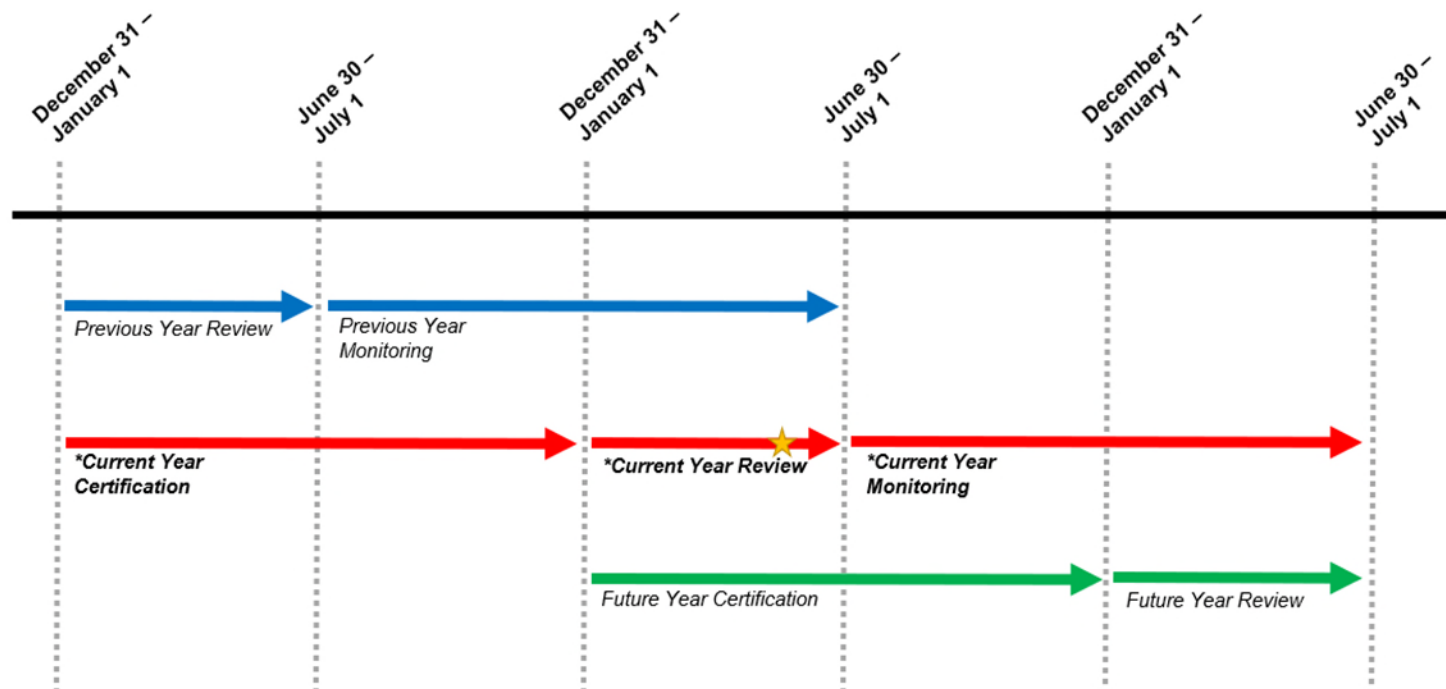
The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The 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 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)
G1L89-6	7/1-12/31/20	1/14/21	No
G1L89-7	7/1/20-1/31/21	2/10/21	No
G1L89-8	10/1/20-2/28/21	3/24/21	No
G1L89-9	1/1/21-3/31/21	4/14/21	No
G1L89-10	2/1/21-4/30/21	5/12/21	No
G1L89-11	2/1/21-5/31/21	6/9/21	No
G1L89-12	9/1/20-6/30/21	8/13/21	No
G1L89-13	7/1/21-7/31/21	8/18/21	No
G1L89-14	7/1/21-7/31/21	8/18/21	No
G1L89-15	7/1/21-8/31/21	9/24/21	No
G1L89-16	7/1/21-9/30/21	10/8/21	No
G1L89-17	8/1/21-10/31/21	11/9/21	No
G1L89-18	8/1/21-11/30/21	12/9/21	No
MPO Invoice Submittal Total			

Total Number of Invoices that were Submitted on Time	13
Total Number of Invoices Submitted	13

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
G1L89-6 – Reviewed 1/21/2021	7
G1L89-7 – Reviewed 2/26/2021	7
G1L89-8 – Reviewed 3/24/2021	7

G1L89-9 – Reviewed 4/19/2021	7
G1L89-10 – Reviewed 5/18/2021	7
G1L89-11 – Reviewed 6/16/2021	7
G1L89-12 – Reviewed 8/13/2021	7
G1L89-13 – Reviewed 8/23/2021	7
G1L89-14 – Reviewed 8/23/2021	7
G1L89-15 – Reviewed 9/27/2021	7
G1L89-16 – Reviewed 10/15/2021	7
G1L89-17 – Reviewed 11/9/2021	7
G1L89-18 – Reviewed 12/9/2021	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	91

**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# G1L89-11 Review Date: 1-14-21	7
*only 7 questions applied	
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 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

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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 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

12/16/2020, TIP 2125 Final 12.9.20.pdf – Amendments to the MetroPlan Orlando FY 2020/21 - 2024/25 TIP were approved by the MetroPlan Orlando Board on December 9, 2020. These amendments are highlighted in the TIP on pages V-6, VII-5 and XII-3.

2/11/2021, TIP 2125 Final 2.10.21.pdf – This TIP document includes an amendment approved by the MetroPlan Orlando Board on 2/10/21. This amendment is highlighted on page IV-3.

3/11/2021, TIP 2125 Final 3.10.21.pdf – This TIP document includes amendments approved by the MetroPlan Orlando Board on 3/10/20. These amendments are highlighted on pages V-9, V-16, VI-4, IX-5 and XII-4.

5/13/2021, 5 - TIP 2125 Final 5.12.21.pdf – This TIP document includes amendments approved by the MetroPlan Orlando Board on 5/12/21. These amendments are highlighted on pages V-12, V-16 and XIII-3.

6/9/2021, 6 - TIP 2125 Final 6.9.21.pdf – This TIP document includes amendments approved by the MetroPlan Orlando Board on 6/9/21. In addition, the MetroPlan Orlando Board Chairperson approved emergency amendments on 5/27/21. These amendments are highlighted on pages V-16, IX-5 and XII-3.

6/10/2021, TIP 2226 Draft - P.pdf, TIP Review Checklist_Metroplan_6-11-21.pdf – MetroPlan Orlando's draft FY 2021/22 - 2025/26 TIP is downloaded for review by FDOT and FHWA staff. The TIP will be presented to the MetroPlan Orlando Board for approval on July 7, 2021.

7/7/2021, TIP 2226 Adopted – P.pdf – MetroPlan Orlando's FY 2021/22 - 2025/26 TIP was adopted by the MetroPlan Orlando Board on July 7, 2021.

7/7/2021, Adopted TIP Review Checklist_Metroplan_7-28-21.docx, TIP 2226 Adopted - P.pdf – MetroPlan Orlando's adopted FY 2021/22 - 2025/26 TIP has been corrected to remove "Draft" from the cover page.

9/9/2021, TIP 2226 Final – P.pdf – MetroPlan Orlando's FY 2021/22 - 2025/26 TIP was updated to include projects rolling forward from FY 2020/21 to FY 2021/22 based on the Adopted Five Year Work Program. The roll forward amendments were approved by the MetroPlan Orlando Board on 9/8/21.

11/10/2021, Project#441113-3, 444315-1, 444315-3 AGN.pdf, Project#441113-3, 444315-1, 444315-3 MTP.pdf, Project#441113-3, 444315-1, 444315-3 TIP.pdf – The MetroPlan Orlando Board approved amending the FY 2021/22 - 2025/26 TIP on 11/10/21 to include projects #441113-3, 444315-1, and 444315-3. The documents pertaining to this amendment are attached.

11/17/2021, 441113-3_TIP amended.pdf – Revised TIP page for projects 441113-3 to include updated cost figures.

11/17/2021, 444315-1_TIP amended.pdf – Revised TIP page showing cost revisions for project #444315-1.

12/9/2021, 242592-6_AGN.pdf, 242592-6_LRTP.pdf, 242592-6_TIP amended.pdf, 242592-8_AGN.pdf, 242592-8_LRTP.pdf, 242592-8_TIP amended.pdf, 432193-5_AGN.pdf, 432193-5_LRTP.pdf, 432193-5_TIP amended.pdf, 445303-1_AGN.pdf, 445303-1_LRTP.pdf, 445303-1_TIP amended.pdf, 447090-1_AGN.pdf, 447090-1_LRTP.pdf, 447090-1_TIP amended.pdf, 448789-1_AGN.pdf, 448789-1_LRTP.pdf, 448789-1_TIP amended.pdf, 448914-1_AGN.pdf, 448914-1_LRTP.pdf, 448914-1_TIP amended.pdf, 448915-1_AGN.pdf, 448915-1_LRTP.pdf, 448915-1_TIP amended.pdf, 449472-1_AGN.pdf, 449472-1_LRTP.pdf, 449472-1_TIP amended.pdf, 449763-1_AGN.pdf, 449763-1_LRTP.pdf, 449763-1_TIP amended.pdf, 449771-1_AGN.pdf, 449771-1_LRTP.pdf, 449771-1_TIP amended.pdf, 450274-1_AGN.pdf, 450274-1_LRTP.pdf, 450274-1_TIP amended.pdf – The MetroPlan Orlando Board approved the FDOT request to amend the FY 2021/22 - 2025/26 TIP to include 12 new projects which are described in the attached documents.

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 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

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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, 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. In CY2021, explain how the MPO addressed the goals and objectives outlined in your LRTP and how the required performance measures are supported in your plans and priorities.

The Adoption of the 2045 Metropolitan Transportation Plan (MTP) in December 2020 included new Goals to support the multimodal systems planning approach to the region. Each goal has an objective and performance measure that is used for a quantitative performance-based planning prioritization process. Historically the MetroPlan Board would confirm emphasis areas for planning and program purposes. Following the adoption of the 2045 MTP the MetroPlan Board shifted from annual emphasis areas to weighting of the MTP goals (Safety & Security, Reliability & Performance, Access & Connectivity, Health & Environment, and Investment & Economy). In February 2021 the MetroPlan Board prioritized Safety and Security as the highest weighted goal (with underlying performance measures) and added emphasis on the performance measures related to vulnerable roadway users. The weighting of goals and the underlying performance measures were used in CY 2021 to develop the annual Prioritized Project List (PPL) used for the development of the current tentative work program.

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

During development of the annual TIP, there has generally been good coordination between MetroPlan Orlando staff and FDOT District 5 staff. The Tentative and Adopted Five Year Work Program snapshots are provided to our staff in a timely manner, and FDOT staff is good about getting back to us when we have questions about specific projects.

There have been recent instances that FDOT staff sent TIP amendment letters so close to the deadline that it did not allow adequate time for our review and understanding.

The I-4/Sand Lake Road interchange project that was presented for approval in the January/February 2021 round of meetings is a recent example. Although the amendment request was approved by the Board, several Board members voted against the project.

There have been several other cases of TIP amendment letters not providing enough information on projects. FDOT District 5 has been short-staffed for some time so hopefully the TIP amendment process will be improved once adequate staff is in place.

TIP reports are not typically available to the Department until the 10th of the month. We would like to recommend a standing coordination meeting between the District and MetroPlan staff to determine if the proposed TIP amendment should be presented within the current cycle or if more time and information is needed and the amendment should be scheduled for the next Committee and Board meeting cycle.

We also see an opportunity for improvement in the annual TIP Roll Forward amendments. For example, the Roll Forward report that was included in the agenda packets for the August/September 2021 meetings (as well as those in previous years) was a printout showing the projects with funds rolling forward from FY 2020/21 to FY 2021/22, but it also included the funds in the outer years of the Five-Year Work Program. Although the Roll Forward amendment request was approved by the committees and Board, the format of the report was confusing to some committee and Board members. (Our staff is putting together a Roll Forward report template with a format that will hopefully make the report more understandable to the committee and Board members.)

Overall there is good coordination between MetroPlan Orlando and FDOT staff, but there is opportunity for improvement, particularly regarding the processing of TIP amendments.

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

Overall, the relationship between MetroPlan and the District has greatly improved.

- Grant reimbursement has greatly improved over the last few years. We used to see long delays in processing, but it has been much better recently.
- Development of the UPWP template and related products has been great. This will help streamline a lot of the UPWP process.
- Coordination on project programming and TMA funds has greatly improved.

Below are a few areas we could improve upon for CY 2022:

Finance:

Recently, we have received pushback for reimbursement requests that have a negative amount in a task even though the total reimbursement is positive. When there is a task that has no charges in the month, the system still reallocates the cost pools that are used on a year-to-date basis including the leave pool, fringe benefit pool, and indirect cost pool. This is a normal accounting process and should not affect reimbursement. Usually, the leave allocation makes a task go negative by a couple dollars if no time is charged. We've been asked to not include the negative tasks for reimbursement. However, if we did that, our reports would not match the reimbursement request. This could be viewed as a breach of the grant contract, or we could receive an audit finding for not applying the grant correctly. This happens very often at the end of the fiscal year when a UPWP task is spent out, so this could affect the year-end process if an invoice is delayed.

We've noticed an increase in the number of invoices selected for post-audit. MetroPlan Orlando has been designated as low risk since the inception of the risk assessment. We were told that these types of audits would be reduced if we were set as low risk.

In the development of the new (FY23/24) UPWP and template, there seems to be a lot of disagreement between FDOT and FHWA on how the document should be set up and how much

detail it includes. The conflicting opinions make it hard on MPOs to know how to proceed. We've made several changes one way to comply with FDOT only to be told by FHWA that that the change isn't allowed. We've tried to strike a balance between the two, but a more unified message on UPWP development would be helpful.

Funding delays have caused hardship on MPOs for several years. Timely allocations are not made for PL or FTA. The consolidated planning grant should alleviate this a bit, but it's important that allocations are made timely to not disrupt the normal business activity of the MPOs.

Planning:

The development of the projects identified for Federal Stimulus funding deviated from the MPO process and the MetroPlan Orlando Prioritized Project List. The relationship and collaboration would be improved if we both worked from the same list of projects. The department has an internal list of safety, intersection, and other areas with needs. The annual prioritization process and overall discussion with committees and board would be improved if those projects were included in both the Prioritized Project List and Metropolitan Transportation Plan.

We would like to work with the District over CY 2022 on previewing materials as drafts before they are needed for our committee and Board agenda packages. Our staff is knowledgeable of the questions, issues and concerns coming from the Committee and Board, and could assist in ensuring the agenda item provides enough context for the Committees and Board to consider for an action or for their information.

FDOT Response to District Questions:

The Department greatly appreciates all the feedback, communication, and collaboration we have received from MetroPlan Orlando's staff over calendar year 2021. Through constructive feedback from all District 5 MPOs, the Department was able to make significant progress in how we coordinate and deliver the TIP amendments each month. While we understand there may be more work to do the Department is committed to continuing efforts to enhance and

tweak our processes. The Department agrees that monthly coordination meetings with the MPO to discuss upcoming project, that require an amendment, will be beneficial to all parties. A calendar invite has been sent to the Executive Director, and appropriate staff, on the first Thursday of each month to discuss the list of projects that will be submitted that month for board approval. Just like our work program, the TIP reports can be fluid. Department staff works hard to mitigate any last-minute changes; we continue to ask the MPO to be flexible and understanding in circumstances that may need immediate attention.

The district understands the MPO's concerns regarding the federal stimulus funding and remains committed to transparency as we move forward. The Department does use the MPO's List of Priority Projects when considering any funding decisions and communicates information with MPO leadership as often as possible.

Again, the District greatly appreciates all the feedback shared in this document and will work to share the MPO's concerns and feedback with the appropriate agencies/offices.

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

All previous recommendations have been addressed. The Department and the MPO have made significant progress when it comes to programming TMA funds and the Department remains committed to transparency, partnership, and enhanced communication in these areas.

Recommendations

As we work towards a new UPWP cycle and the transition to the CPG, the department would like to strongly encourage the MPO to partner with their transit agencies in making sure that all aspects of transit planning are still being prioritized. We would also like to encourage the MPO to spend down their PTGA's in an effort to fully transition to the CPG.

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

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