



The Florida Metropolitan Planning Organization Advisory Council

Commissioner Mayra Uribe
Chair

MPOAC Joint Governing Board and Staff Directors' Advisory Committee Meeting

Date: Thursday, October 26, 2023

Time: 9:00 a.m. – 5:00 p.m.

Location: Florida Turnpike Enterprise SunTrax Test Facility
100 Transformation Way
The Event Center
Auburndale, Florida 33823

Meeting Links: Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/MPOAC-Lisa>
You can also dial in using your phone.
Access Code: 505-406-661
United States: [+1 \(312\) 757-3121](tel:+13127573121)
Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

Dress Code: Casual

Chair Mayra Uribe, Presiding
Chairman Dave Hutchinson, Presiding

9:00 a.m. Begin to gather for tour of the SunTrax Facility (The tour starts promptly at 10:00, so please plan to arrive on time.)

12:00 p.m. Lunch will be served in the Event Center (**\$10 cash per person**)

1:30 p.m. Joint Meeting will begin in the Event Center

- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: July 27, 2023 Governing Board and Staff Directors' Advisory Committee Meetings**
- 3. Public Comments (non-agenda items)**
- 4. Executive Director's Business Items**
 - a. MPOAC Budget Status**
 - b. UPWP Modification/Amendment**
 - c. MPOAC Draft Annual Report**

- 5. Agency Reports**
 - a. Florida Department of Transportation**
 - b. Federal Highway Administration**

- 6. Noteworthy Practices Portal Demonstration**

- 7. MPOAC Strategic Directions Plan Workshop**
 - a. The Strategic Directions Plan Plan**
 - b. SDP Forum**

- 8. Member Comments**

- 9. Adjournment**

Any person who desires or decides to appeal any decision made by this Council with respect to any matter considered at this meeting will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which appeal is to be based.

The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Lisa Stone at (850) 414-4037 or by email to lisa.o.stone@dot.state.fl.us.

Item Number 1

Call to Order & Pledge of Allegiance

DISCUSSION:

The Chair will open the meeting and a quorum will be determined. All are asked to rise for the Pledge of Allegiance.

REQUESTED ACTION:

None requested.

ATTACHMENT:

None.

Item Number 2

Approval of Minutes: July 27, 2023

DISCUSSION:

Review and comments from members.

REQUESTED ACTION:

Approval of Meeting Minutes from the July 27, 2023 meeting of the MPOAC Governing Board and Staff Directors' Advisory Committee Meetings.

ATTACHMENT:

Draft July 27, 2023 MPOAC Staff Directors' Advisory Committee/Governing Board Meeting Minutes.

Florida Metropolitan Planning Organization Advisory Council
Joint Meeting of the MPOAC Staff Directors' Advisory Committee and Governing Board
July 27, 2023 - Orlando, Florida

ATTENDEES

GOVERNING BOARDS

IN-PERSON:

Chris Dzadovsky, St. Lucie TPO (Alternate)
Craig Estep, Lake-Sumter MPO
Chelsea Reed, Palm Beach TPA
Dick Rynearson, Okaloosa-Walton TPO
Don Willis, Space Coast TPO (Alternate)
James W. Herston, Charlotte County-Punta Gorda MPO
Jarrod Buchman, Forward Pinellas (Alternate)
Josh Street, Bay County TPO (Alternate)
Kristen Dreyer, Ocala/Marion County TPO
Mayra Uribe, MetroPlan Orlando
Rodolfo Pages, Miami-Dade TPO
Sandy Johnson, Broward MPO
Sara Roberts McCarley, Polk TPO
Stephanie Morgan, St. Lucie TPO
Susan Adams, Indian River County MPO
Troy McDonald, Martin MPO
Vanessa Baugh, Sarasota/Manatee MPO
William (Bill) Dozier, Bay County TPO
William (Bill) McDaniel, Collier MPO

VIRTUAL:

Charles Klug, Hillsborough County TPO (Alternate)
Nick Maddox, Capital Region TPA
Robert Bender, Florida/Alabama TPO

STAFF DIRECTORS

IN-PERSON (STAFF DIRECTORS):

Aileen Bouclé, Miami- Dade TPO
Austin Mount, Florida/Alabama TPO
Beth Alden, Hillsborough County TPO
Beth Beltran, Martin MPO
Brian Freeman, Indian River County MPO
Colleen Nicoulin, River to Sea MPO
David Hutchinson, Sarasota/Manatee MPO
Dawn Schwartz, Okaloosa-Walton TPO

D'Juan Harris, Charlotte County-Punta Gorda MPO
Elizabeth Watkins, Hillsborough County TPO (Alternate)
Gary Huttman, MetroPlan Orlando
Georganna Gillette, Space Coast TPO
Greg Slay, Capital Region TPA
Greg Stuart, Broward MPO
Jeff Sheffield, North Florida TPO
Mary Beth Washnock, Bay County TPO
Marybeth Soderstrom, Heartland Regional TPO
Mike Woods, Lake-Sumter MPO
Parag Agrawal, Polk TPO
Peter Buchwald, St. Lucie TPO
Rob Balmes, Ocala/Marion County TPO
Robert Esposito, Hernando/Citrus MPO
Scott Ferry, Pasco County MPO (Alternate)
Sean Kingston, Collier MPO (Alternate)
Valerie Neilson, Palm Beach TPA
Whit Blanton, Forward Pinellas
Yi Ding, St. Lucie TPO (Alternate)
VIRTUAL:
Anne McLaughlin, Collier MPO
Scott Koons, Gainesville MTPO

OTHERS

IN-PERSON:

Brian Watts, FDOT
Chris Bratton, FDOT
Curlene Thomas, FHWA
Erika Thompson, FHWA
Huiwei Shen, FDOT
Karen Brunelle, FHWA
Lisa Stone, MPOAC
Mark Reichert, MPOAC
Mike Neidhart, FDOT
Nicole Estevez, Renaissance Planning
Paul Gougelman, MPOAC General Counsel
Romero Dill, FDOT
Ysela Llort, Renaissance Planning
Emilio Salabarría, Cyber Florida
Carlos Gonzalez, FHWA

VIRTUAL:

Billy Schmidt, FDOT
David Machado, Sarasota/Manatee MPO
Dusty Siegler, Collier MPO
Jennifer Fortunas, FDOT

CALL TO ORDER & PLEDGE OF ALLEGIANCE – STAFF DIRECTORS

Chair Dave Hutchinson called the meeting to order at 1:00 p.m. All in attendance introduced themselves. Beth Alden motioned to allow online participants to participate in the meeting. Rob Balmes seconded the motion.

APPROVAL OF MINUTES: APRIL 27, 2023

The Staff Directors' Advisory Committee members reviewed the April 27, 2023, meeting minutes. D'Juan Harris motioned to approve the minutes; Marybeth Soderstrom seconded the motion. The minutes were approved unanimously by the Staff Directors' Advisory Committee.

PUBLIC COMMENTS

No public comments.

ACTION ITEMS

UPWP AMENDMENT

Mark Reichert explained that the Governing Board approved an amendment last year to adjust the UPWP (Unified Planning Work Program) to cover the increase in AMPO dues. However, he later realized they could have done a UPWP amendment that covered two years. Mark requests the Governing Board to consider a UPWP amendment to add \$30,000 to cover the increase in AMPO dues for this current year. Mark emphasized that this change does not impact the PL funds allocation formula for MPOs.

Parag Agrawal motioned to recommend approval to the Governing Board of the UPWP Amendment. Greg Slay seconded the motion.

PL FORMULA

Mark Reichert introduced the item. The Policy and Technical Committee had met several times to discuss possible revisions to the PL distribution formula. Various scenarios were considered, including increasing the base amount from the current \$350,000 per MPO and changing the base amount to a percentage rather than a fixed dollar amount. Ultimately, the committee recommended keeping the PL formula as it currently is. This means that all MPOs will continue to receive a base of \$350,000, with the rest distributed based on their percentage of the urbanized area population.

Beth Beltran motioned to approve the Policy and Technical Committee's recommendation of the PL Formula for presentation to the Governing Board. Whit Blanton seconded the motion.

SPACE COAST LIAISON

Meeting participants briefly discussed the Policy and Technical Committee's recommendation to appoint Georgiana Gillette as the MPOAC Liaison with Space Florida. Austin Mount motioned to

nominate Georgiana Gillette for recommendation to the Governing Board. Parag Agrawal seconded the motion.

COMMITTEE REPORTS

NOTEWORTHY PRACTICES WORKING GROUP

During the meeting, Beth Alden provided an update on the Noteworthy Practices Group, particularly regarding the recommendations discussed by the Group in a meeting earlier in the day. The Group discussed various strategies for identifying and sharing noteworthy practices among the MPOs, expressing concerns about the current approach's heavy emphasis on recognition and insufficient focus on information exchange. The Working Group recommended two key initiatives: creating a Zoom webinar series to facilitate more in-depth presentations on noteworthy practices and developing an online repository, a revival of an earlier initiative, to house collected noteworthy practices for continuous access by MPO staff across the state. Additionally, MPO staff directors would evaluate recent submissions and select those to be presented during the webinars. Working Group members emphasized that involving all MPOs in identifying noteworthy practices was preferable. Consequently, the Group discontinued the Working Group and referred future business to the Staff Directors Meeting.

Furthermore, Beth Alden announced Jeff Sheffield volunteered to lead the development of the new online repository, a commendable effort that received gratitude from the attendees.

The meeting transitioned into presentations of the two selected Noteworthy Practices proposals chosen for recognition at the April meeting:

- Jeff Sheffield presented on the North Florida TPO's "*Get Out of Your Lane and Take a Detour!* An MPO's path to innovation and non-traditional partnerships"
- Greg Stuart presented on the Broward MPO's "*Regional Grants Coordination.*"

CALL TO ORDER – GOVERNING BOARD

The Governing Board joined the meeting at 2:00 p.m. Chair Vanessa Baugh called the meeting to order. Participants rose for the Pledge of Allegiance. All in attendance introduced themselves. Mayra Uribe motioned to approve virtual participants; Chelsea Reed seconded the motion.

APPROVAL OF MINUTES: APRIL 27, 2023

The Governing Board members reviewed the April 27, 2023, meeting minutes. Troy McDonald motioned to approve the minutes; Bill McDaniel seconded the motion. The minutes were approved unanimously by the Governing Board.

ACTION ITEMS:

PL FUNDING FORMULA

Dave Hutchinson introduced the item. Mark Reichert provided additional information on the PL Formula as recommended by the Policy and Technical Committee and Staff Directors. Troy McDonald motioned to approve. Bill McDaniel seconded the motion.

POLICY POSITIONS

Mark Reichert introduced the item to approve the Policy Positions becoming part of the Strategic Directions Plan as the Policy and Technical Committee and Staff Directors recommended. Bill McDaniel motioned. Craig Estep seconded the motion.

UPWP AMENDMENT

Mark Reichert introduced the item to approve a UPWP amendment to accommodate the increased rate for the AMPO membership. Sandy Johnson motioned. Bill McDaniel seconded the motion.

SPACE COAST LIAISON

Mark Reichert introduced this item. He provided background information on the new legislative requirement for the MPOAC to coordinate with Space Florida. The Policy and Technical Committee and the Staff Directors have recommended appointing Georgiana Gillete as the MPOAC Liaison with Space Florida. Don Willis motioned to approve the appointment. Troy McDonald seconded the motion.

VOTE TO FILL THE CHAIR POSITION

Chair Vanessa Baugh introduced the item and requested assistance from Paul Gougelman, MPOAC Legal Counsel. Paul Gougelman clarified the bylaws and historical practices of the Vice-Chair assuming the Chair position when the Chair is unavailable. Bill McDaniel motioned to approve the Vice-Chair automatically taking the position of Chair. Craig Estep seconded the motion. The motion was approved unanimously.

Mayra Uribe was named the Chair of the Governing Board, which resulted in a vacancy for the Vice-Chair position. Paul Gougelman initiated the election for the Vice-Chair position. Vanessa Baugh nominated Robert Bender. There were no other nominations. By acclamation, Susan Adams motioned to approve Robert Bender as Vice-Chair; Bill McDaniel seconded the motion. The motion was approved unanimously.

Because Robert Bender served as the At-Large Committee Member on the Executive Committee, the At-Large Member position is now vacant and available for nominations. Mayra Uribe nominated Chelsea Reed for the At-Large Committee Member position. There were no other nominations. Mayra Uribe motioned to approve Chelsea Reed as the At-Large Committee Member by acclamation;

James Herston seconded the motion. The motion was approved unanimously. Chelsea Reed was named the new At-Large Member of the Executive Committee. The motion was approved unanimously.

CYBER SECURITY ASSESSMENT

Emilio Salabarría, Deputy Senior Executive Advisor, Cyber Florida, presented the initiative to strengthen Florida's critical infrastructure against cyber-attacks and shared the resources available to MPOs.

AGENCY REPORTS

FLORIDA DEPARTMENT OF TRANSPORTATION

Mike Neidhart presented on the following topics:

- **Budget/Adopted Work Program and Moving Florida Forward:** FDOT recently adopted a historic budget of over \$15 billion, with over \$13 billion allocated to the five-year work program. This budget includes funding for various transportation projects, such as highway construction, resurfacing, rail and transit, bridge repairs, aviation, safety, community trails, and seaports. Notably, \$4 billion was set aside for the "Moving Florida Forward" program, and efforts are underway to incorporate these projects into the work program.
- **Federal Planning Findings/ Florida Metropolitan Planning Partnership (FMPP) Meeting Summary:** FDOT recently held its annual federal planning findings workshop in collaboration with federal partners and MPOs. This event saw significant participation, with over 60 attendees, and provided a platform for discussing ongoing activities, receiving feedback from federal partners, and fostering collaboration. The FMPP meeting brought together MPOs, districts, and federal partners for open discussions and breakout sessions. A notable highlight was announcing the upcoming "TransPlex" event, a transportation planning exchange slated for spring or summer 2024.
- **Apportionment Plans/MPA Boundary Maps:** MPOs are preparing apportionment plans in response to the 2020 census. FDOT has provided templates, guidance, and resources to assist MPOs in this process. The materials and resources are available on the FDOT website. The deadline for submission of apportionment plans is in mid-November.
- **Toll Relief Program:** The toll relief program, in effect since January, has saved over \$190 million for commuters with 35 or more toll transactions. Approximately 1.2 million commuters have benefited from this program.
- **UPWP De-obligations and Closeouts:** UPWPs are critical planning documents for MPOs, setting the foundation for their activities over two years. MPOs should ensure the timely completion and obligation of funds to make them available for the next cycle.

FEDERAL HIGHWAY ADMINISTRATION

Karen Brunelle and Erica Thompson presented on the following topics:

- **Staffing Changes:** The planning team leader, Kathy Kendall, was on rotation, and Erica Thompson served as the acting planning team lead for July. Carlos Gonzalez will take on the role for August.
- **RAISE Grants:** Five awardees in Florida were announced for RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grants in June, including the City of Tallahassee, the City of West Palm Beach, Miami-Dade County, the City of Port St. Lucie, and the City of St. Cloud. These projects include sustainable transit centers, street improvements, a cargo supply chain master plan, a corridor planning project, and complete streets.
- **Safe Streets for All Grants:** Florida had 37 successful grantees totaling \$67 million for the Safe Streets for All program. As of the meeting, FHWA has executed 21 grants; the rest are under review or development.
- **New Legislation and Guidance:** Karen provided information about the Inflation Reduction Act (IRA) and its funding opportunities, including neighborhood access and equity grants, environmental review implementation funds, and low-carbon transportation materials programs.
- **Equitable Transportation Community Explore Tool:** The USDOT launched an interactive web application called "Equitable Transportation Community Explore" to assess transportation disadvantages and cumulative burdens experienced by communities due to underinvestment in transportation.
- **NEVI GUIDE Update:** New guidance for implementing the National Electric Vehicle Infrastructure program was issued in June 2023. Please visit the links provided in the meeting agenda packet for more information.
- **Funding Opportunities:** Karen mentioned various funding opportunities, including the INFRA/Mega/Rural Discretionary Grants, Advanced Digital Construction Management Systems NOFO, and the Reconnecting Communities and Neighborhoods Program (RCN).
- **Staffing Updates:** FHWA Florida Division has a new Grants Coordinator, Xiomara Nunez. She will assist in coordinating various grants and initiatives.

FEDERAL TRANSIT ADMINISTRATION

FTA did not provide an update during this meeting.

RESILIENCY ACTION PLAN/CARBON REDUCTION STRATEGY UPDATE

Brian Watts, Intergovernmental Program Administrator, Office of Policy Planning, FDOT, presented an update on FDOT's efforts on the Resiliency Action Plan and its Carbon Reduction Strategy.

EXECUTIVE DIRECTOR'S REPORT

During the meeting, Mark Reichert, the Executive Director of MPOAC, presented on several topics:

- **MPOAC Budget:** For the current budget year, which started on July 1, there were no allocations issued by FDOT yet. The allocations are expected to be released in the coming weeks. For the fiscal year that ended on June 30, MPOAC ended within budget. However, insufficient funding for salaries and benefits led to a budget discrepancy. Efforts are ongoing to address this issue and provide more detailed budget reports in the future.
- **Legislative Impacts:** Mark discussed several bills from the recent legislative session that impact MPOs and the MPOAC. The meeting agenda packet includes a summary of the legislative session:
 - o House Bill 425: This bill introduces coordination requirements for MPOs within the same or contiguous urbanized areas, specifying that they must consult and coordinate on planning and data consistency. It also introduces other requirements for the MPOAC, including coordination with the Florida Transportation Commission and Space Florida. Peter Buchwald mentioned the opportunity to leverage previous reports and documentation related to MPO coordination, such as a report from several years ago prepared by Jeff Kramer and others, to document coordination among MPOs statewide. Bryan Caletka recommended that MPOs and the MPOAC review the fiscal impact analysis of Bill 425 as it may provide guidance on the level of commitment for coordination and help inform MPOs of what they need to do to comply with the passage of this legislation.
 - o House Bill 7041: This bill requires Space Florida to coordinate with MPOAC for coordinating aerospace planning and programming within the state's transportation planning process.
 - o Senate Bill 106: This bill increased funding for the Sun Trails program and allocated \$200 million in non-recurring funds for trail projects on the Central Network. Beth Alden suggested the MPOAC and Governing Board communicate with the Greenways and Trails Council, asking them to consult with regional MPOs and MPO alliances when developing priorities for regionally significant trails. Huiwei Shen provided an update on FDOT's ongoing role in coordinating with the Greenways and Trails Council. Aileen Boucle seconded the suggestion to communicate with the Council regarding coordination with MPOs.

MEMBER COMMENTS

Members did not have any additional comments during the meeting.

ADJOURNMENT

The next meeting of the MPOAC Governing Board and Staff Directors' Advisory Committee will be at the SunTrax Facility near Auburndale on October 26, 2023. The meeting adjourned at 4:00 p.m.

Item Number 3

Public Comments (non-agenda items)

DISCUSSION:

Recommendations or comments by the public.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None.

Item Number 4

Executive Director's Business Items

DISCUSSION:

Mark Reichert, MPOAC Executive Director, will be presenting the MPOAC budget report, asking for approval of a UPWP Amendment and presenting on several items including the MPOAC Annual Report.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

MPOAC Budget Report
UPWP Modification/Amendment
Draft MPOAC Annual Report

**Florida Metropolitan Planning Organization Advisory Council
FY 2023/2024 Budget
July 1, 2023 to June 30, 2024**

Category	Annual Allocation (100% PL Funds)	1st Qtr Expenditures 7/1/23-9/30/23	2nd Qtr Expenditures 10/1/23-12/31/23	3rd Qtr Expenditures 1/1/24-3/31/24	4th Quarter Expenditures 4/1/24-6/30/24	Expenditures to Date	Percent of Budget Expended	Remaining Balance
Operating Budget (PL Funds)								
Salaries/Benefits	\$246,989.00	\$51,636.16				\$51,636.16	20.91%	\$195,352.84
Expenses	\$55,000.00	\$12,859.16				\$12,859.16	23.38%	\$42,140.84
Travel		\$4,925.90				\$4,925.90		-\$4,925.90
Supplies		\$281.02				\$281.02		-\$281.02
Communications		\$127.24				\$127.24		-\$127.24
Property Rental		\$2,790.00				\$2,790.00		-\$2,790.00
Equipment Rental		\$4,560.00				\$4,560.00		-\$4,560.00
Subscriptions/Registration/Training		\$175.00				\$175.00		-\$175.00
Contracted Services	\$23,000.00	\$2,820.56				\$2,820.56	12.26%	\$20,179.44
General Counsel	\$22,000.00	\$2,771.00				\$2,771.00		\$19,229.00
Public Service (Meeting) Notices	\$1,000.00	\$49.56				\$49.56		\$950.44
Total Operating Budget	\$324,989.00	\$67,315.88				\$67,315.88	20.71%	\$257,673.12
Work Program Budget (PL Funds)								
Consultant Services	\$170,000.00	\$0.00				\$0.00	0.00%	\$170,000.00
Renaissance Planning Group		\$0.00				\$0.00		\$0.00
MPOAC Weekend Institute		\$0.00				\$0.00		\$0.00
MPOAC Membership Dues	\$199,477.00	\$110,056.65				\$110,056.65	55.17%	\$89,420.35
AMPO	\$110,056.65	\$110,056.65				\$110,056.65		\$0.00
NARC	\$80,000.00	\$0.00				\$0.00		\$80,000.00
FBT	\$1,000.00	\$0.00				\$0.00		\$1,000.00
MBUFA	\$7,500.00	\$0.00				\$0.00		\$7,500.00
ITS Florida	\$420.00	\$0.00				\$0.00		\$420.00
FPTA	\$500.00	\$0.00				\$0.00		\$500.00
Total Work Program Budget	\$369,477.00	\$110,056.65				\$110,056.65	29.79%	\$259,420.35
Total Budget	\$694,466.00	\$177,372.53				\$177,372.53	25.54%	\$517,093.47

Funding Source

ORIGINAL

FY 2022/23		FHWA	Federal	State
		(PL)	Soft	In Kind
			Match	Match
Task 1.1	MPOAC Administration			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$191,976	\$42,341	
Consultant Services		\$30,000	\$6,617	
Travel				
	Travel Expenses	\$63,324	\$13,966	
Other Direct Expenses				
	Office Supplies	\$516	\$114	
	Memberships	\$196,066	\$43,243	
	Copier Rent	\$0	\$0	
	Advertising	\$319	\$70	
	Rent			\$69,768
	Legal Services	\$22,000	\$4,852	
	Website Hosting Services	\$500	\$110	
	Printing	\$600	\$132	
Totals		\$505,301	\$111,446	\$69,768

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

ORIGINAL

Table 1: SFY 2023 Funding Sources

FY 2022/23 Summary Table		FWHA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$505,301	\$111,446	\$69,768
Task 2.1	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
	Totals	\$769,834	\$169,791	\$69,768
Grand Total of all Columns		\$1,009,393		

Note: Task 1.1 FWHA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$106,646 for AMPO and \$80,000 for NARC).

ORIGINAL

Table 3: SFY 2023 Summary Budget Table

FY 2022/23 Summary Budget Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.0	MPOAC Administration			
Personnel Services		\$191,976	\$42,341	
Consultant Services		\$30,000	\$6,617	
Travel		\$63,324	\$13,966	
Other Direct Expenses		\$220,001	\$48,521	\$69,768
Task Total		\$505,301	\$111,446	\$69,768
Task 2.0	Regional Cooperation and Information Dissemination			
Personnel Services		\$10,660	\$2,351	
Consultant Services		\$85,000	\$18,747	
Task Total		\$95,660	\$21,098	\$0
Task 3.0	Project Planning and Reports			
Personnel Services		\$136,673	\$30,145	
Consultant Services		\$32,200	\$7,102	
Task Total		\$168,873	\$37,247	\$0
Budget Total		\$769,834	\$169,791	\$69,768
Grand Total of all Columns		\$1,009,393		

Funding Source

MODIFIED

FY 2022/23		FHWA	Federal	State
		(PL)	Soft Match	In Kind Match
Task 1.1	MPOAC Administration			
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$191,976	\$42,341	
Consultant Services		\$52,800	\$11,645	
Travel	Travel Expenses	\$40,524	\$8,938	
Other Direct Expenses	Office Supplies	\$516	\$114	
	Memberships	\$196,066	\$43,243	
	Copier Rent	\$0	\$0	
	Advertising	\$319	\$70	
	Rent			\$69,768
	Legal Services	\$22,000	\$4,852	
	Website Hosting Services	\$500	\$110	
	Printing	\$600	\$132	
Totals		\$505,301	\$111,446	\$69,768

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

MODIFIED

Table 1: SFY 2023 Funding Sources

FY 2022/23 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$505,301	\$111,446	\$69,768
Task 2.1	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
	Totals	\$769,834	\$169,791	\$69,768
	Grand Total of all Columns	\$1,009,393		

Note: Task 1.1 FWHA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$106,646 for AMPO and \$80,000 for NARC).

MODIFIED
Table 3: SFY 2023 Summary Budget Table

		FHWA		Federal		State	
		(PL)	Soft Match	Soft Match	In Kind Match		
FY 2022/23 Summary Budget Table							
Task 1.0	MPOAC Administration						
Personnel Services		\$191,976	\$42,341				
Consultant Services		\$52,800	\$11,645				
Travel		\$40,524	\$8,938				
Other Direct Expenses		\$220,001	\$48,521			\$69,768	
Task Total		\$505,301	\$111,446			\$69,768	
Task 2.0	Regional Cooperation and Information Dissemination						
Personnel Services		\$10,660	\$2,351				
Consultant Services		\$85,000	\$18,747				
Task Total		\$95,660	\$21,098			\$0	
Task 3.0	Project Planning and Reports						
Personnel Services		\$136,673	\$30,145				
Consultant Services		\$32,200	\$7,102				
Task Total		\$168,873	\$37,247			\$0	
Budget Total		\$769,834	\$169,791			\$69,768	
Grand Total of all Columns		\$1,009,393					



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 08/11/2023

MPO: MPOAC

Revision #: Amendment #4

Reason: To add a total of \$80,000 to Consultant Fees in the Following Tasks:

- \$20,000 to Consultant Fees in Task 1.1
\$10,000 to Consultant Fees in Task 3.1
\$10,000 to Consultant Fees in Task 3.2
\$10,000 to Consultant Fees in Task 3.3
\$10,000 to Consultant Fees in Task 3.4
\$20,000 to Consultant Fees in Task 3.5

The increase is necessary to cover the cost of switching from a university based consultant to a private sector consultant and to cover the additional duties assigned to the MPOAC during the 2023 Legislative Session. MPOAC Consultant fees have not increased since 2014.

Fiscal Year: 23/24

Contract #: 439339-4-11

Fund: FHWA - PL

Form: 1

of: 1

FUNDING CHANGES

Part of a De-Ob:

Revision Type:

Table with 5 columns: Task #, Task Name, Original \$, Proposed \$, Difference. Rows include MPOAC Administration - Consultant Fees, Assessment of Documents, Regulations, Policies and Legislations - Consultant Fees, Performance Measures Implementation - Consultant Fees, Public Transportation, Environment & Community Planning - Consultant Fees, Safety, Operations and Management - Consultant Fees, MPOAC Strategic Planning Implementation - Consultant Fees. Totals: \$85,000.00 Original, \$165,000.00 Proposed, \$80,000.00 Difference.

OTHER UPWP CHANGES (NON-FINANCIAL)

Table with 3 columns: Task #, Task Name, Amendment Type. Currently empty.

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- Task Pages (including task budget tables)-Current & Proposed
Agency Participation Budget Table-Current & Proposed
Signed Cost Certification
Fund Summary Budget Table-Current & Proposed

Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- Task Pages (including task budget tables)-Current & Proposed
Agency Participation Budget Table-Current & Proposed
Fund Summary Budget Table-Current & Proposed
Signed Cost Certification
MPO Meeting Agenda
TIP Modification
Amended Agreement

Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- Task Pages (if a change occurs) - Current & Proposed

Reviewing Action

Table for Reviewing Action with columns for Reviewer, Action, and Comments. Rows for FDOT, FHWA, and FTA.

ORIENTAL

FY 2023/24

FHWA		Federal	State
(PL)		Soft Match	In Kind Match
Task 1.1	MPOAC Administration		
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$162,158	\$35,765
Consultant Services		\$52,800	\$11,645
Travel	Travel Expenses	\$40,524	\$8,938
Other Direct Expenses	Office Supplies	\$516	\$114
	Memberships	\$200,326	\$44,183
	Copier Rent	\$0	\$0
	Advertising	\$319	\$70
	Rent		\$69,768
	Legal Services	\$22,000	\$4,852
	Website Hosting Services	\$500	\$110
	Printing	\$600	\$132
Totals		\$479,743	\$105,809
			\$69,768

Note: AMPO and NARC dues (\$110,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

A MENDED

FY 2023/24

		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration			
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$162,158	\$35,765	
Consultant Services		\$72,800	\$16,056	
Travel	Travel Expenses	\$40,524	\$8,938	
Other Direct Expenses	Office Supplies	\$516	\$114	
	Memberships	\$200,326	\$44,183	
	Copier Rent	\$0	\$0	
	Advertising	\$319	\$70	
	Rent			\$69,768
	Legal Services	\$22,000	\$4,852	
	Website Hosting Services	\$500	\$110	
	Printing	\$600	\$132	
Totals		\$499,743	\$110,220	\$69,768

Note: AMPO and NARC dues (\$110,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

ORIGINAL

Funding Source

FY 2022/23				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$37,977	\$8,376		
Consultant Services	\$10,000	\$2,206		
Totals	\$47,977	\$10,582	\$0	

FY 2023/24				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$37,977	\$8,376		
Consultant Services	\$10,000	\$2,206		
Totals	\$47,977	\$10,582	\$0	

AMENDED

FY 2022/23				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
	\$37,977	\$8,376		
MPOAC Staff Salaries and Fringe Benefits	\$10,000	\$2,206		
Consultant Services				
Totals	\$47,977	\$10,582		\$0

FY 2023/24				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
	\$37,977	\$8,376		
MPOAC Staff Salaries and Fringe Benefits	\$20,000	\$4,411		
Consultant Services				
Totals	\$57,977	\$12,787		\$0

ORIGINAL

Funding Source

FY 2022/23				
Task 3.2	FHWA (PL)	Federal Soft Match	State In Kind Match	
Performance Measures Implementation				
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718		
Totals	\$30,459	\$6,718		\$0

FY 2023/24				
Task 3.2	FHWA (PL)	Federal Soft Match	State In Kind Match	
Performance Measures Implementation				
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718		
Totals	\$30,459	\$6,718		\$0

AMENDED

FY 2022/23				
	FHWA	Federal	State	
	(PL)	Soft	In Kind	
		Match	Match	
Task 3.2	Performance Measures Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718	
Totals		\$30,459	\$6,718	\$0

FY 2023/24				
	FHWA	Federal	State	
	(PL)	Soft	In Kind	
		Match	Match	
Task 3.2	Performance Measures Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718	
Consultant Services				
		\$10,000	\$2,203	
Totals		\$40,459	\$8,924	\$0

ORIGINAL

Funding Source

FY 2022/23				
		FHWA	Federal	State
		(PL)	Soft	In Kind
			Match	Match
Task 3.3	Public Transportation, Environment & Community Planning			
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035	
Consultant Services		\$7,200	\$1,588	
Totals		\$25,493	\$5,623	\$0

FY 2023/24				
		FHWA	Federal	State
		(PL)	Soft	In Kind
			Match	Match
Task 3.3	Public Transportation, Environment & Community Planning			
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035	
Consultant Services		\$7,200	\$1,588	
Totals		\$25,493	\$5,623	\$0

FY 2022/23				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.3	Public Transportation, Environment & Community Planning			
Personnel Services				
	\$18,293	\$4,035		
MPOAC Staff Salaries and Fringe Benefits				
	\$7,200	\$1,588		
Consultant Services				
	\$25,493	\$5,623		
Totals				\$0

FY 2023/24				
	FHWA (PL)	Federal Soft Match	State In Kind Match	
Task 3.3	Public Transportation, Environment & Community Planning			
Personnel Services				
	\$18,293	\$4,035		
MPOAC Staff Salaries and Fringe Benefits				
	\$17,200	\$3,794		
Consultant Services				
	\$35,493	\$7,829		
Totals				\$0

ORIGINAL

FY 2022/23				
Task 3.4	FHWA (PL)	Federal Soft Match	State In Kind Match	
Safety, Operations and Management				
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093		
Totals				
	\$14,022	\$3,093	\$0	

FY 2023/24				
Task 3.4	FHWA (PL)	Federal Soft Match	State In Kind Match	
Safety, Operations and Management				
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093		
Totals				
	\$14,022	\$3,093	\$0	

AMENDED

FY 2022/23				
Task 3.4	Safety, Operations and Management	FHWA (PL)	Federal Soft Match	State In Kind Match
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093	
Totals		\$14,022	\$3,093	\$0

FY 2023/24				
Task 3.4	Safety, Operations and Management	FHWA (PL)	Federal Soft Match	State In Kind Match
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093	
Consultant Services				
		\$10,000	\$2,206	
Totals		\$24,022	\$5,299	\$0

ORIGINAL

FY 2022/23				
Task 3.5	MPOAC Strategic Plan Implementation	FHWA (PL)	Federal Soft Match	State In Kind Match
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services		\$15,000	\$3,308	
Totals		\$50,922	\$11,231	\$0

FY 2023/24				
Task 3.5	MPOAC Strategic Plan Implementation	FHWA (PL)	Federal Soft Match	State In Kind Match
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services		\$15,000	\$3,308	
Totals		\$50,922	\$11,231	\$0

Funding Source

AMENDED

FY 2022/23		FHWA	Federal	State
Task 3.5	MPOAC Strategic Plan Implementation	(PL)	Soft Match	In Kind Match
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services		\$15,000	\$3,308	
Totals		\$50,922	\$11,231	\$0

FY 2023/24		FHWA	Federal	State
Task 3.5	MPOAC Strategic Plan Implementation	(PL)	Soft Match	In Kind Match
Personnel Services	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services		\$35,000	\$7,719	
Totals		\$70,922	\$15,642	\$0

ORIGINAL

Table 2: SFY 2024 Funding Sources

FY 2023/24 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$479,743	\$105,809	\$69,768
Task 2.1	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
Totals		\$744,276	\$164,154	\$69,768
Grand Total of all Columns		\$978,198		

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$110,646 for AMPO and \$80,000 for NARC).

AMENDED

Table 2: SFY 2024 Funding Sources

FY 2023/24 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$499,743	\$110,220	\$69,768
Task 2.1	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$57,977	\$12,787	\$0
Task 3.2	Performance Measures Implementation	\$40,459	\$8,924	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$35,493	\$7,829	\$0
Task 3.4	Safety, Operations and Management	\$24,022	\$5,299	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$70,922	\$15,642	\$0
Totals		\$824,276	\$181,799	\$69,768
Grand Total of all Columns		\$1,075,843		

Note: Task 1.1 FWHA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$110,646 for AMPO and \$80,000 for NARC).

ORIGINAL

Table 4: SFY 2024 Summary Budget Table

FY 2023/24 Summary Budget Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.0	MPOAC Administration			
Personnel Services		\$162,158	\$35,765	
Consultant Services		\$52,800	\$11,645	
Travel		\$40,524	\$8,938	
Other Direct Expenses		\$224,261	\$49,461	\$69,768
Task Total		\$479,743	\$105,809	\$69,768
Task 2.0	Regional Cooperation and Information Dissemination			
Personnel Services		\$10,660	\$2,351	
Consultant Services		\$85,000	\$18,747	
Task Total		\$95,660	\$21,098	\$0
Task 3.0	Project Planning and Reports			
Personnel Services		\$136,673	\$30,145	
Consultant Services		\$32,200	\$7,102	
Task Total		\$168,873	\$37,247	\$0
Budget Total		\$744,276	\$164,154	\$69,768
Grand Total of all Columns		\$978,198		

AMENDED

Table 4: SFY 2024 Summary Budget Table

FY 2023/24 Summary Budget Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.0	MPOAC Administration			
Personnel Services		\$162,158	\$35,765	
Consultant Services		\$72,800	\$16,056	
Travel		\$40,524	\$8,938	
Other Direct Expenses		\$224,261	\$49,461	\$69,768
Task Total		\$499,743	\$110,220	\$69,768
Task 2.0	Regional Cooperation and Information Dissemination			
Personnel Services		\$10,660	\$2,351	
Consultant Services		\$85,000	\$18,747	
Task Total		\$95,660	\$21,098	\$0
Task 3.0	Project Planning and Reports			
Personnel Services		\$136,673	\$30,145	
Consultant Services		\$92,200	\$20,335	
Task Total		\$228,873	\$50,480	\$0
	Budget Total	\$824,276	\$181,799	\$69,768
Grand Total of all Columns		\$1,075,843		

2023

MPOAC ANNUAL REPORT

**Florida Metropolitan Planning Organization
Advisory Council (MPOAC)**

605 Suwannee Street, MS 28B
Tallahassee, FL 32399-0450
www.mpoac.org
850-414-4037

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ABOUT THE MPOAC

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida's 27 MPOs and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process.

The MPOAC comprises a 27-member Governing Board consisting of locally elected officials from each MPO and a Staff Directors' Advisory Committee of the staff directors from each MPO. The MPOAC works with national and statewide organizations and other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

MPOAC MISSION

The MPOAC improves transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination, communication, and advocacy.

MESSAGE FROM THE CHAIR

Looking back at the past year, we find ourselves at a pivotal juncture of change and newfound structure within the MPOAC. It was undoubtedly a challenging period, marked by fiscal, operational, and legislative challenges. In the face of these difficulties, we persevered and emerged stronger. We remained unwavering in our commitment to represent the needs and interests of Florida's 27 metropolitan planning organizations (MPOs).

This Annual Report offers a glimpse into some of the key initiatives and accomplishments of the MPOAC over the past year. However, it merely scratches the surface of our ongoing efforts. Every day, in every way, we diligently work to foster stronger collaboration with our partner agencies and concentrate on equipping our members to deliver tangible results through shared innovations, best practices, enhanced coordination, communication, and advocacy. As we move into this new year, we are poised to continue to fulfill our mission to improve transportation planning in Florida.

Commissioner Mayra Uribe
Governing Board Chair, MPOAC

MPOAC EXECUTIVE COMMITTEE



**Commissioner
Mayra Uribe**
Governing Board Chair
MetroPlan



**Commissioner
Robert Bender**
Governing Board Vice-Chair
Florida-Alabama TPO



**Mayor
Chelsea Reed**
At-Large Member
Palm Beach TPA



Dave Hutchinson
Staff Director Chair
Sarasota Manatee MPO



Austin Mount
Staff Director Vice-Chair
Florida-Alabama TPO

OPERATIONS

RESOLVED FDOT CONCERNS OVER INTERNAL ACCOUNTING CONTROLS

The MPOAC successfully resolved the Florida Department of Transportation's (FDOT) concern with internal accounting controls due to the Office of Inspector General (OIG) investigation in 2021. While the OIG did not find any wrongdoing, they did identify some internal control concerns.

The MPOAC Executive Director worked closely with the FDOT Office of Policy Planning to revise the MPOAC's bylaws and policies and procedures to ensure internal control concerns were addressed and transparent.

This accomplishment is a testament to the MPOAC's dedication to improving operations, meeting FDOT standards, and ensuring it is positioned to serve membership needs. The special considerations during this period have enabled the MPOAC to strengthen its organization and build a more robust foundation for future endeavors.

DEVELOPED A POLICIES AND PROCEDURES MANUAL

The MPOAC is committed to transparency and efficiency and has meticulously developed a comprehensive Policies and Procedures Manual that governs its operations and decision-making processes. The Manual serves as a guiding document to ensure the MPOAC's operations reflect consistency and integrity while promoting accountability and adherence to best practices.

PARTNERSHIP WITH RENAISSANCE PLANNING GROUP

The MPOAC is pleased to partner with Renaissance Planning Group as its consultant. Renaissance's deep knowledge and experience in transportation planning will undoubtedly enrich the MPOAC's capabilities and help address complex transportation challenges with fresh perspectives. Renaissance will lead the Weekend Institutes and assist the MPOAC in various responsibilities, including leading the development of the Strategic Directions Plan.

ENHANCED COORDINATION AND COLLABORATION WITH FDOT

To foster closer collaboration and a deeper understanding of Florida's transportation landscape, the MPOAC initiated biweekly meetings with Huiwei Shen, Chief Planner of the FDOT. These regular interactions enable the organizations to align goals, exchange valuable insights, and effectively work together to address MPOs' transportation challenges. This partnership is instrumental in achieving the MPOAC mission of improving transportation planning and education. Additionally, past Chairs and present Chairs have embarked in developing a closer coordination with the FDOT secretary.

PARTICIPATED IN THE FEDERAL CERTIFICATION REVIEWS

The MPOAC Executive Director attended four Federal Certification Reviews this past year. These reviews serve as a rigorous examination of individual MPO's processes and adherence to federal guidelines. The MPOAC is proud to see the good work Florida's MPOs are doing. They consistently meet or exceed expectations, reflecting the collective dedication to excellence in transportation planning.

KEY EFFORTS

National Policy Development

Since the approval of the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), the MPOAC has remained engaged in the regulatory process, tracking guidance documents as they are released and notifying the MPOAC membership of opportunities and issues. The law reauthorizes the federal transportation program, including sections on MPOs, and provides over \$350 billion for new transportation investments nationwide over five years.

State Policy Development

The MPOAC is dedicated to advancing state-level policy by continuing to offer regular legislative updates. The MPOAC has closely monitored the 2023 Legislative Session and the changes that impact the authority and duties of MPOs and the MPOAC. Keeping the MPOAC's membership informed empowers them to engage with these developments and advocate for policies that best serve communities' transportation needs. For a comprehensive overview, please refer to the MPOAC website for a downloadable Legislative Summary.

The following includes an abbreviated summary of the main legislative changes:

- MPOs within contiguous urban areas must coordinate closely on plans, data, and core products.
- The MPOAC must also coordinate with the Florida Transportation Commission on MPOs' long-range transportation plans (LRTPs) alignment with the Florida Transportation Plan.
- MPOAC to review LRTPs of contiguous MPOs to show coordinated efforts.
- In addition, Space Florida is charged with coordinating with the MPOAC.



KEY EFFORTS

Weekend Institute 2023

The MPOAC held two sessions of the Weekend Institute in April and May 2023.



Noteworthy Practices Awards

The MPOAC takes pride in celebrating the outstanding achievements of its members through the Noteworthy Practice Awards. The MPOAC recognized five noteworthy practices demonstrating innovation and excellence in transportation planning. The following is a listing of these awards:

Awards recognized in April of 2023:

- North Florida TPO's "Get Out of Your Lane and Take a Detour! An MPO's Path to Innovation and Non-Traditional Partnerships"
- Broward MPO's "Regional Grants Coordination"
- Miami-Dade TPO's "Taste of Transportation"

Awards recognized in October of 2022:

- Miami-Dade TPO's "Community Action Committees Outreach Efforts"
- Space Coast TPO's "Ride the Wave to Resiliency – Transportation Resiliency Master Plan"



KEY EFFORTS

Research and Technical Assistance

Research and technical support efforts are the backbone of the MPOAC's mission. The MPOAC took on several initiatives to help improve transportation planning in the state. These initiatives help members stay informed, collaborate effectively, and find innovative solutions to transportation challenges. From analyzing funding formulas to aiding regional mergers and advocating for funding, this research and technical assistance work is vital in shaping Florida's transportation future. The MPOAC took a lead in the following initiatives:



The MPOAC Policy and Technical Committee explored alternative formulas for the distribution of the Metropolitan Planning (PL) funding provided by Federal Highway Administration. The MPOAC held virtual workshops and developed 11 scenarios for consideration, including fixed amount and percent amount distributions. The Committee concluded that, at this time, maintaining the current formula is the fairest method for distributing PL funds among the state's MPOs.



The MPOAC will kick-off an MPO List of Project Priorities Development Practices in Florida research project to be conducted by CUTR.



The MPOAC is actively making the case for transportation revenue alternatives to address the evolving transportation landscape and funding challenges. By exploring innovative financing mechanisms and advocating for sustainable funding solutions, the MPOAC is committed to securing the resources necessary to drive forward the MPOAC's vision for a well-connected and efficient transportation system in Florida.



Northwest Florida is experiencing growth; its urban areas (as determined by the Census) are starting to overlap with surrounding areas. **The MPOAC provided technical assistance to the Emerald Coast Regional Council in support of merger considerations.** This collaboration is a testament to the MPOAC's dedication to enhancing coordination across regions.

OUTREACH, ENGAGEMENT, AND PARTNERSHIPS

At the heart of the MPOAC's mission lies a fundamental commitment to outreach, engagement, and building partnerships. These endeavors are the cornerstones of the MPOAC's ability to effectively serve MPOs and address the intricate challenges of transportation planning. This section summarizes pivotal activities to the MPOAC's success and how they play a vital role in connecting with stakeholders and fostering collaboration.

- ▶ The MPOAC Executive Director was appointed to Association of Metropolitan Planning Organizations (AMPO) Policy Committee
- ▶ The MPOAC Executive Director presented at the Floridians for Better Transportation Summer Camp
- ▶ FDOT Secretary Perdue presented at the April 27, 2023 Governing Board Meeting

Member Highlights:

- ▶ Greg Stuart (Broward MPO) serves on the AMPO Board of Directors
- ▶ Aileen Bouclè (Miami-Dade TPO) serves on the National Association Regional (NARC) Executive Committee
- ▶ Greg Stuart and Gary Huttman (MetroPlan Orlando) serve on the NARC Executive Directors Council
- ▶ Aileen Bouclè, Don Scott (Lee County MPO), and Greg Stuart presented at the April Road User Charging Conference



Secretary Perdue with Board Members and Staff Directors at the April 27, 2023, Governing Board Meeting.

LOOKING AHEAD

Reflecting on the achievements and the strides the MPOAC has made this past year, it's equally crucial to set sights on the horizon. This section unveils the journey ahead for the MPOAC's future activities and initiatives:



MPOAC STRATEGIC DIRECTIONS PLAN



COORDINATION EFFORTS WITH SPACE FLORIDA AND THE FLORIDA TRANSPORTATION COMMISSION



RESTRUCTURE OF THE NOTEWORTHY PRACTICES GROUP



THREE WEEKEND INSTITUTE SESSIONS



RESEARCH PROJECT ON NOTEWORTHY PRACTICES FOR PERFORMING MPO ADMINISTRATIVE FUNCTIONS

Mark Reichert
MPOAC Executive Director

GOVERNING BOARD

Commissioner Mayra Uribe
Chair
MetroPlan Orlando

Commissioner Robert Bender
Vice-Chair
Florida-Alabama TPO

Commissioner William Dozier
Bay County TPO

Commissioner Jeff Kinnard
Hernando/Citrus MPO

Mayor Dick Rynearson
Okaloosa-Walton TPO

Commissioner Sandy Johnson
Broward MPO

Commissioner Gwen Myers
Hillsborough TPO

Mayor Chelsea Reed
Palm Beach TPA

Commissioner Nick Maddox
Capital Region TPA

Commissioner Susan Adams
Indian River County MPO

Councilmember Matt Murphy
Pasco County MPO

Commissioner
James W. Herston
Charlotte County-Punta Gorda
MPO

Commissioner Craig Estep
Lake-Sumter MPO

Mayor Pro-Tem
Sara Roberts McCarley
Polk TPO

Commissioner
William McDaniel Jr.
Collier MPO

Councilmember Fred Forbes
Lee County MPO

Mayor Chris Cloudman
River to Sea TPO

Commissioner David Eggers
Forward Pinellas

Commissioner Troy McDonald
Martin MPO

Commissioner Joe Neunder
Sarasota/Manatee MPO

Commissioner Mary Alford
Gainesville MTPO

Commissioner Rodolfo Pages
Miami-Dade TPO

Councilmember
Andrea Young
Space Coast TPO

Commissioner Tim Stanley
Heartland Regional TPO

Commissioner Mike Cole
North Florida TPO

Councilmember
Stephanie Morgan
St. Lucie TPO

Commissioner Kristen Dreyer
Ocala/Marion County TPO

Governing Board Membership as of October 2023

STAFF DIRECTORS' ADVISORY COMMITTEE

David Hutchinson
Chair
 Sarasota/Manatee MPO

Austin Mount
Vice-Chair
 Florida-Alabama TPO

Mary Beth Washnock
 Bay County TPO

Greg Stuart
 Broward MPO

Greg Slay
 Capital Region TPA

D'Juan Harris
 Charlotte County-Punta Gorda
 MPO

Anne McLaughlin
 Collier MPO

Whit Blanton
 Forward Pinellas

Scott Koons
 Gainesville MTPO

Marybeth Soderstrom
 Heartland Regional TPO

Robert Esposito
 Hernando/Citrus MPO

Johnny Wong
 Hillsborough TPO

Brian Freeman
 Indian River County MPO

Michael Woods
 Lake-Sumter MPO

Donald Scott
 Lee County MPO

Beth Beltran
 Martin MPO

Gary Huttman
 MetroPlan Orlando

Aileen Bouclè
 Miami-Dade TPO

Jeff Sheffield
 North Florida TPO

Rob Balmes
 Ocala/Marion County TPO

Dawn Schwartz
 Okaloosa-Walton TPO

Valerie Neilson
 Palm Beach TPA

Carl Mikyska
 Pasco County MPO

Parag Agrawal
 Polk TPO

Colleen Nicoulin
 River to Sea TPO

Georganna Gillette
 Space Coast TPO

Peter Buchwald
 St. Lucie TPO

MPOAC

2023

Annual Report

Item Number 5a

Agency Reports – Florida Department of Transportation

DISCUSSION:

Huiwei Shen, FDOT Chief Planner and Mike Neidhart, Administrator for Metropolitan Planning, FDOT will present information on the Apportionment Plans, PL Formula Letter, UPWP Updates, PM1 Safety Data, MPO Financial Workshop, and Upcoming Activities. April Combs, Statewide Planning Coordinator, will give an update on the Carbon Reduction Strategy.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

FDOT Presentation Slides

FLORIDA DEPARTMENT OF TRANSPORTATION

FDOT Agency Update

October 26, 2023



OFFICE OF POLICY PLANNING





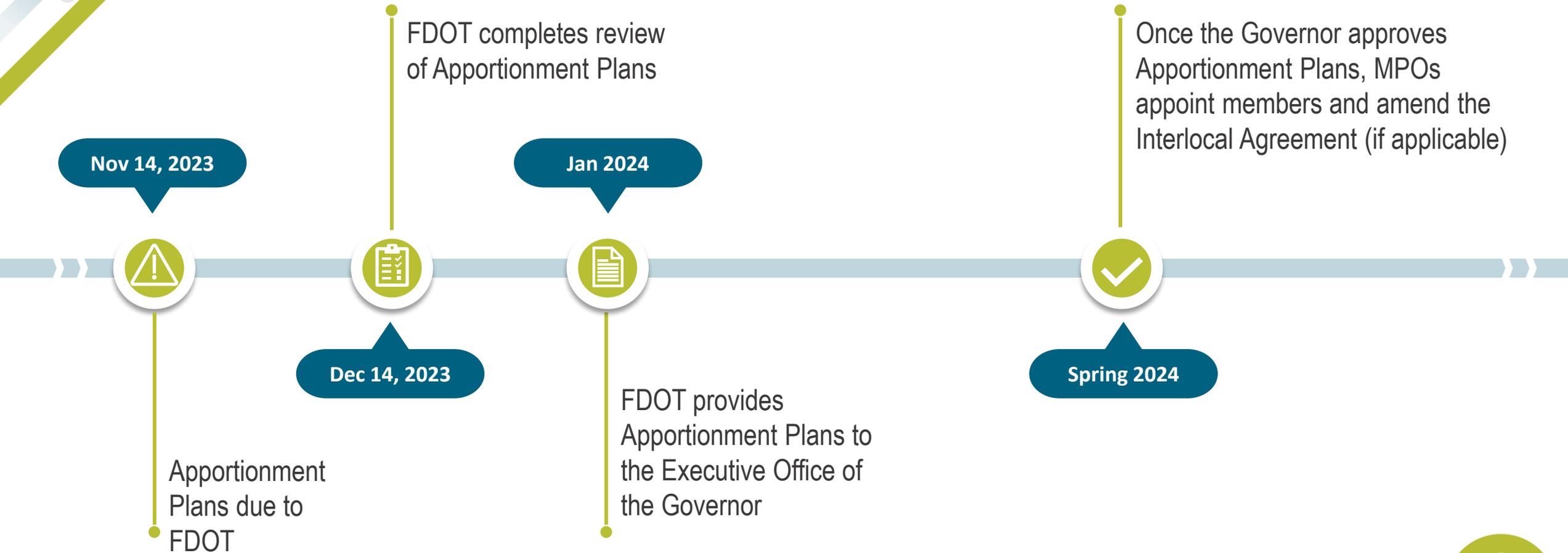
Discussion Topics

- Apportionment Plan
- PL Funding Formula Letter
- UPWP Updates
- PM1 Safety Data
- MPO Financial Workshop
- Upcoming Activities
- Carbon Reduction Strategy

APPORTIONMENT PLANS



Apportionment Plans



PL FUNDING FORMULA LETTER



PL Funding Formula Letter



UPWP UPDATES



UPWP Updates

MPO Handbook
updated in November



Key dates for MPOs

March 15, 2024

- Draft new UPWP due
- Deadline to approve UPWP amendment to add PL funds to current UPWP

April 15, 2024

- Deadline to approve UPWP amendment to de-obligate funds from current UPWP
- District forwards MPO Agreement

May 15, 2024 – First De-obligation

- Deadline to transmit UPWP amendment to de-obligate funds from current UPWP
- MPO adopts final new UPWP and signs MPO Agreement

June 2024

- FDOT and FHWA/FTA approve new UPWP

September 2024 – Second De-obligation

- Deadline to close out old UPWP
- Second de-obligation occurs

PM1 SAFETY DATA



PM1 Safety Targets

MPO PM1 Targets due
February 27th

Signal Four Analytics (S4)

- FDOT's **ONE SOURCE** for crash information

FLORIDA'S TWO PRIMARY CRASH DATA SYSTEMS ARE NOW MERGED INTO ONE!

The best of both platforms have been maximized – the power of FDOT's **Crash Analysis Reporting (CAR)** System's database & analytics and **Signal Four (S4) Analytics'** visualization capabilities and easy to use customer interface.

SIGNAL FOUR ANALYTICS

FDOT NOW HAS ONE SOURCE OF CRASH DATA. S4 ANALYTICS IS NOW FDOT'S OFFICIAL CRASH DATA REPOSITORY.

KEY FEATURES:

- Easy to use **visual interface** to dynamically filter and query
- FDOT **single sign-on!**
- Includes both **state and local** roadway network
- FDOT **Roadway ID/milepost** integration
- FDOT-verified **crash locations**
- Detailed **pedestrian & bicycle** crash-typing
- Summary **charts**
- All the **Districtwide summaries** you've grown to love from CAR Online

TRAINING AND RESOURCES:

- [Click here to view available S4 training](#)
- To support location/project level crash data use, [FDOT's Crash Data Guidance](#) was updated to give practitioners guidance on getting the latest available crash data from S4 for all FDOT safety analyses and projects
- Webinars are being developed for FDOT District staff and MPO staff — stay tuned!

But wait, there's more!

The team continues to work on additional system capabilities, including:

- Improved integration with FDOT roadway inventory information
- Improved crash-typing for pedestrian and bicycle crashes
- Highway Safety Manual (HSM) network screening support
- Law enforcement citation mapping

FDOT

TARGET ZERO

[Click Here to Request Access to S4](#)

MPO FINANCIAL WORKSHOP





MPO Financial Workshop



- **December 18-19** at Palm Beach TPA
- Training will be **provided by OPP/OWPB** and **District 4**

All MPOs and MPO Liaisons are invited!



Workshop Topics

- ✓ Finance 101
- ✓ MPO 101
- ✓ Rules and Eligibility of MPO Funding
- ✓ UPWP
- ✓ Contracting and Procurement
- ✓ Federal Discretionary Grants
- ✓ District 4 Topics



UPCOMING ACTIVITIES



Schedule of Upcoming Activities

- **November 7-9** – Modal Task Force Meeting
- **November 13** – FMPP Meeting (virtual)
- **November 14** – Apportionment Plans due
- **Dec. 18-19** – Palm Beach TPA Financial Workshop
- **January 24** – FMPP Meeting (in-person)
- **January 25** – MPOAC Meeting



CARBON REDUCTION STRATEGY





CARBON REDUCTION STRATEGY

MPOAC Governing Board Meeting
October 26, 2023



Federal Requirements

- Support Federal goals to reduce transportation emissions
- Develop in consultation with MPOs
- Submit to FHWA by November 15, 2023
- Certified by USDOT Secretary
- Updated every four years



Federal Goals

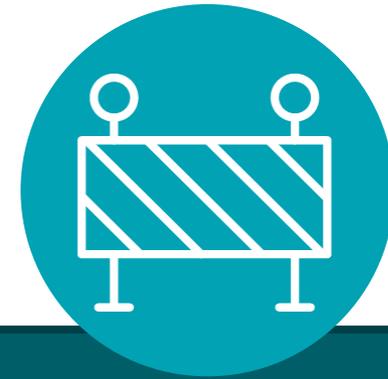
Reduce transportation emissions by:



**Reducing
single-occupant
vehicle trips**



**Facilitating the use of
vehicles or modes of
travel that result in
lower emissions**



**Facilitating approaches
to construction that
result in lower
emissions**

Our Goals



- Florida Transportation Plan
- TSM&O Congestion Management Plan
- Complete Streets Policy
- Florida's Pedestrian and Bicycle Strategic Plan
- Florida's Freight Mobility and Trade Plan

Building the Strategy: Outreach

Internal FDOT Working Group

- » Construction
- » Design
- » Environmental Management
- » Work Program
- » Modal Development
- » Traffic Operations

MPOs

- » Virtual Meetings
- » Surveys
- » Florida Metropolitan Planning Partnership (FMPP) Meetings
- » Florida Metropolitan Planning Organization Advisory Council

External Groups

- » FTP Implementation Committee
- » FTP Environmental Partners
- » FPTA Annual Conference
- » FDOT Grant Training Sessions
- » Florida Regional Councils Association
- » Florida Commuter Transportation Summit

Feedback from Comment Period

*Request for additional
or different examples
in the strategy areas*

*Clarification on the
year used for data
statistics and analysis*

*Additional suggestions
for trends and
conditions data points*

*Expanding
opportunities*



Opportunities: Co-Benefits



Economic

Financial savings for Floridians by managing congestion on the transportation network



Social

More active and healthier communities throughout Florida



Environmental

Reduction in transportation's impact on natural resources that will manage effects of climate change



Accessibility to Transportation

Increase access for all Floridians



Safety

Safer roadways and improved emergency response and recovery times



Improved Mobility

More efficient and agile transportation network for people and freight



Resiliency

Faster recovery from disruptions to the transportation network by diversifying energy sources

Strategy Framework: Focus Areas



**Transportation
Choices**



**Congestion
Management**



Energy Efficiency



**Construction
Practices**

Strategy Framework

Specific strategies

Trends and conditions related to these strategies

Benefits and co-benefits of these strategies

Examples in practice

Progress Indicators

- **Why track progress?**

- Understand current conditions
- Prioritize needs and funding
- Measure performance

- **No carbon reduction targets or goals are proposed**

- **Possibility of future federal targets**

- FHWA proposed rule
- FDOT and MPOs would be required to set targets

Key Takeaways

No carbon reduction targets or goals are proposed

Builds on FDOT's foundation of carbon reduction activities

Reflects Florida's diverse communities

NOVEMBER 15 is the deadline to FHWA

April Combs

Statewide Planning Coordinator

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Email: April.Combs@dot.state.fl.us

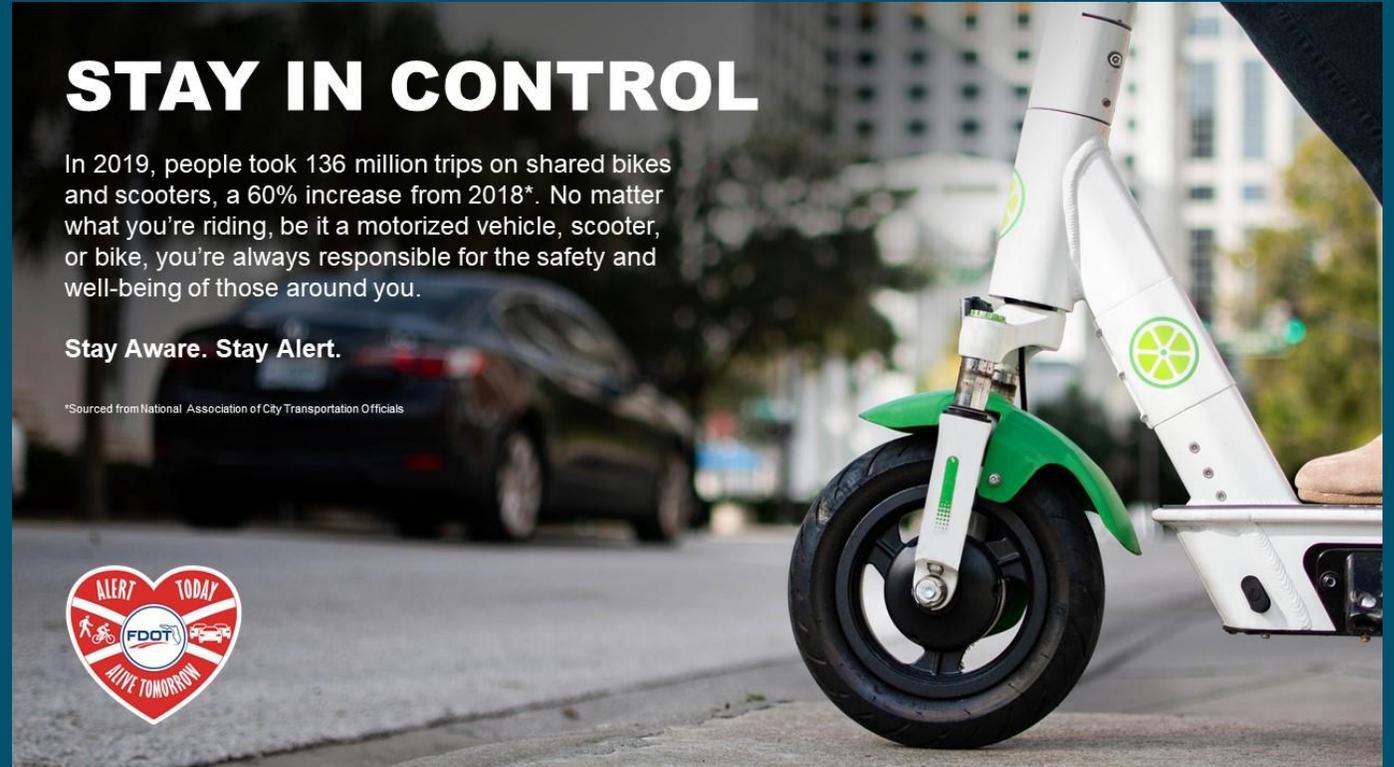
Thank You!!!

STAY IN CONTROL

In 2019, people took 136 million trips on shared bikes and scooters, a 60% increase from 2018*. No matter what you're riding, be it a motorized vehicle, scooter, or bike, you're always responsible for the safety and well-being of those around you.

Stay Aware. Stay Alert.

*Sourced from National Association of City Transportation Officials



Item Number 5b

Agency Reports – Federal Highway Administration

DISCUSSION:

Curlene Thomas, FHWA Senior Planner, and Erika Thompson, FHWA Transportation Planning Specialist, will present on the 2023 Florida Federal Planning Finding Report, FY 23/24-26/27 Statewide Transportation Improvement Program approval, and the FY23 Program Accountability Results Review.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

FHWA presentation slides
2023 Planning Finding Report
STIP approval Letter
FY23 PAR Report



Space Shuttle Endeavor at Kennedy Space Center

Florida Division Office

Federal Highway Administration Updates

MPO Advisory Council
October 2023



U.S. Department of Transportation
Federal Highway Administration

Notice of Funding Opportunities (NOFOs)



Space Shuttle Endeavor at Kennedy Space Center

Florida Division Office

Division Grants Coordinator
Xiomara Nunez, xiomara.nunez@dot.gov

Program	Due Date	Division POC	Link
Nationally Significant Federal Lands and Tribal Projects (NSFLTP)	November 6th	Jean Parlow	https://highways.dot.gov/federal-lands/programs/significant
Electric Vehicle Charger Reliability and Accessibility Accelerator (NEVI-RAA) Projects	November 13th	Joe Sullivan	https://www.fhwa.dot.gov/environment/nevi/evc_raa/

Notice of Funding Opportunities (NOFOs)



Space Shuttle Endeavor at Kennedy Space Center

Florida Division Office

Program	Due Date	Division POC	Link
Thriving Communities Program	November 15th	Carlos Gonzalez	https://www.transportation.gov/grants/thriving-communities
Bridge Investment Program (Large Bridge Projects)	November 27th	Rafiq Darji	https://www.transportation.gov/tags/bridge-investment-program BridgeInvestmentProgram@dot.gov
Tribal Transportation Program Safety Fund (TTPSF)	January 15th	Jean Parlow	https://highways.dot.gov/federal-lands/programs-tribal/safety/funds



U.S. Department of Transportation
Federal Highway Administration

<https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>

Notice of Funding Opportunities (NOFOs)



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Program	Due Date	Agency	Link
Railroad Crossing Elimination Grant Program	NOFO Coming soon	Federal Railroad Administration	https://railroads.dot.gov/grants-loans/competitive-discretionary-grant-programs/railroad-crossing-elimination-grant-program
Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program	NOFO Coming soon	Federal Railroad Administration	https://railroads.dot.gov/grants-loans/competitive-discretionary-grant-programs/consolidated-rail-infrastructure-and-safety-2



U.S. Department of Transportation
Federal Highway Administration

<https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>

Transportation Performance Measures

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

- New MPO Target Setting and Reporting Fact Sheet - August 2023
 - Easy to read flow chart for MPOs to understand:
 - Reporting requirements
 - Target setting process
 - Timeline

https://www.fhwa.dot.gov/environment/air_quality/cmaq/reference/mpo_info-sheet.pdf



Safety Message



Florida Division Office



*Whether you are a driver, passenger, or
pedestrian...*

highway safety depends on YOU.

Be observant and adaptable to be safe.





2023
Florida Federal
Planning Finding
(Statewide Annual
Assessment)

Federal Highway Administration

Federal Transit Administration
Region 4

September 2023

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I. BACKGROUND

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have joint stewardship responsibilities to ensure that both the statewide and metropolitan transportation planning processes satisfy the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500, and 49 CFR Part 613. From a statewide planning perspective, the State certifies the process through the submittal of the Statewide Transportation Improvement Program (STIP), while Metropolitan Planning Organizations (MPOs) and the State jointly certify the metropolitan transportation planning processes through the submittal of the MPOs' Transportation Improvement Programs (TIPs). Based on our review of the STIP, TIPs, our annual program and risk assessments, and our day-to-day stewardship and oversight activities, FHWA and FTA are responsible for issuing the following types of planning findings and approvals:

- A. *Metropolitan planning findings based on review of MPO TIPs and certification statements.* Pursuant to 23 CFR 450.328(a), the FHWA/FTA must jointly find that each metropolitan TIP is based on a "3-C" (continuing, comprehensive, and cooperative) planning process by the MPO, State Department of Transportation, and transit service provider(s). In Florida, this finding primarily has been based on the annual MPO/Florida Department of Transportation (FDOT) joint certification statements on the respective metropolitan planning processes. Information collected from the quadrennial FHWA/FTA certification reviews of the planning processes in Florida's Transportation Management Areas (TMAs), pursuant to 23 CFR 450.334(b), also has provided substantial input for FHWA/FTA to issue these annual "3-C" planning findings.
- B. *FHWA/FTA review of the statewide planning process and issuance of a related statewide planning finding to support FHWA/FTA approval of the STIP.* As outlined under 23 CFR 450.218, the FHWA/FTA statewide planning finding, made in conjunction with the FHWA/FTA approval of the STIP, ensures, at a minimum, that the process from which the STIP was developed is consistent with the provisions of 23 U.S.C. 134 and 135 and 49 U.S.C. 5303-5305. A joint FHWA/FTA planning finding accompanies the annual FHWA/FTA approval of Florida's STIP. In Florida, this process was formerly known as the "annual assessment" of the statewide planning process. It is now known officially as the "Federal Planning Finding" to better align with the regulatory responsibilities.

The primary objective of this report is to substantiate the issuance of the FHWA/FTA Statewide Planning Finding for supporting FHWA/FTA approval of Florida's Fiscal Year (FY) 2023/24 - 2026/27 STIP.

II. FORMAT

The findings in this report are based in part on the information received during the annual statewide assessment meetings held on June 28-29, 2023, with the FDOT staff responsible for the topic area activities. The numerous topics discussed are related to FDOT's statewide planning process and are listed in the Meeting Agenda, shown in Appendix A. A summary of the information conveyed during and after the meeting is provided in Appendix B. The list of meeting attendees is provided in Appendix C. Documentation received from FDOT on the topics covered during the Statewide Assessment Review process meeting was used to support the findings and is on file at the FHWA Division Office.

III. TOPICS OF INTEREST

A. Findings and Recommendations from the 2022 Statewide Annual Assessment

Provided below are the overall findings from the 2022 Annual Assessment Report, and the status of the recommendations. There were no corrective actions in the 2022 Annual Assessment Report.

1. Tracking of Available Funds

Observation: In response to the 2018 Planning Finding Corrective Action and 2019 and 2020 Recommendation on this issue, FDOT worked with FHWA and FTA to develop a process for tracking PL and non-PL funding using the STIP tool. This process was rolled out through issuance of a Federal Technical Memorandum in June 2019, which FDOT coordinated with FHWA and revised in April 2021 for clarifications. As a part of this process, FDOT provides a table of planning funds on a monthly basis.

While processes have been put in place, there is still a need to address gaps in tracking of PL, STP, and other non-PL Planning funding. FDOT Central Office relies on the Districts to track non-PL funding without apparent consistency in how this is being tracked in the Districts and in quality control reviews. Additionally, FDOT has relied on FHWA, in the last UPWP approval cycle, to track deobligation of funds for use of additional PL funds for the new UPWP. Lastly, at the August FMPP, the MPOs have expressed a need for having an updated statement of funding available for their planning tasks.

Recommendation: FDOT should continue to work with the Federal partners and MPOs to clarify data sources for the table of the planning funds (PL, STBG, 5305, CMAQ, TA, etc.) and the monthly UPWP, TIP, STIP Alignment Table (including how these funds may be affected with AC conversions); and improve tracking of the deobligated funds to have a clear, consistent, and accurate system of funding status that can be shared with the Federal Team and MPO partners. FDOT should also continue to refine the new UPWP template and explore template additions to track the FDOT 80/20 rule status and the BIL Complete Streets 2.5% spending requirement. The Federal Review Team encourages FDOT to continue to enhance the UPWP template to assist in these tracking needs.

Status: The UPWP-TIP-STIP Alignment Table that FDOT provides to FHWA and FTA each month aids in tracking federal funds used by MPOs for planning and is based on the most up-to-date versions of the UPWP, TIP, and STIP. Additionally, FDOT added the data sources used to prepare the UPWP-TIP-STIP Alignment Table with a footnote at the bottom of the table. While the amount of deobligated funds is anticipated to be shown on the Monthly Alignment Table when FHWA approves the deobligation of funds as part of the UPWP closeout process for each MPO, FDOT is not sharing a current status of available funding as a result of deobligations that occur throughout the 2-year cycle.

FDOT has internal processes to track funds, such as assessing the 80/20 policy at the beginning of each UPWP cycle and after the closeout of the previous UPWP cycle, District MPO Liaisons tracking compliance with FDOT's 80/20 policy during the UPWP cycle using the MPO invoice tracking spreadsheet, which allows the District MPO Liaisons to track availability of using Surface Transportation Block Grant (STBG), also known as SU funds in the UPWP throughout the two-year UPWP cycle. This process is outlined in Chapter 22 of FDOT's Work Program Instructions.

2. MPO Contractual Procurement

Observation: In 2021, FHWA identified FDOT as noncompliant with 49 CFR 26 requirements in relation to the MPO program area. As one of the agreed upon compliance tasks, FDOT audited random 3rd party MPO contracts during the Annual Joint Certification Process. In this review, FDOT found that many MPO contracts are not consistent with 49 CFR and/or 23 CFR related to procurement of contractual services with federal funds. FHWA and FDOT identified a number of corrective actions for the MPOs, FDOT Districts, and FDOT Central Office, which were included in FDOT Office of Policy Planning's May 4, 2022 memorandum.

FDOT has a responsibility to ensure that MPOs and its contractors and consultants meet these requirements, ensure that contracts utilizing federal funds meet the minimum federal and state requirements, and provide opportunities for DBEs to participate in the performance of the agreement. At the July 11, 2022 Statewide Planning Finding meeting, FDOT shared their activities: MPO contracts had been entered into their Grant Application Process (GAP) system by July 1, 2022. They sent out the May 4 memorandum with corrective actions; the DBE checklists contain both pre award and post award requirements; and FDOT was developing a Civil Rights checklist as well. FDOT shared both checklists at the August FMPP meeting.

Recommendation: To ensure compliance with federal procurement requirements, FHWA recommends that FDOT continue to implement the corrective actions as identified in the May 4, 2022, FDOT Office of Policy Planning memorandum.

Status: FDOT Office of Policy Planning (OPP) coordinated with the Procurement Office on providing procurement training to the District MPO Liaisons. FDOT also had multiple meetings and discussions with FHWA Florida Division Civil Rights Officer on the short and long-term strategies for DBE compliance. Discussion topics included the DBE Checklist, GAP/Equal Opportunity Compliance (EOC) system updates, and training. Additionally, FDOT is updating the GAP/EOC system to aid in managing MPO contracts for DBE compliance and reporting. FDOT also conducted GAP training for FDOT, FHWA, and MPOs in May and June 2023 for the updated document workflows and reviews.

3. STIP Documentation with Sufficient Descriptive Material

Observation: Similar to previous years, there appear to be inconsistencies with how STIP information is presented statewide, resulting in insufficient descriptive material. There are instances where capital and operating assistance activities are unclear, such as operating assistance included in a “capital” line item. Other observed inconsistencies include not including the urbanized area for which FTA funds are apportioned to, not including the FTA funding program, as well as inaccurately or insufficiently describing proposed activities. FDOT has recently advised FTA that the work program instructions have been revised again to mitigate this challenge. While FTA acknowledges and appreciates FDOT’s work program efforts, improvements associated with past recommendations do not appear to be reflected in the STIP.

Recommendation: Building off last year’s recommendation, the Federal Review Team recommends standardized and recurring communication between Central Office and Districts to ensure District staff understands process and associated requirements. Efforts should also ensure sufficient coordination and information exchange between FDOT, MPOs and transit agencies so that activities are correctly recorded and reflected in the STIP (and TIPs).

Status: After working with FTA to determine what information is needed, the FDOT Transit Office provided guidance to District Modal Offices on April 19, 2023. The guidance includes clarification on capital and operating activities and description of those activities. It also addresses inclusion of urbanized areas for which FTA funds are apportioned. The revised descriptions have been added to the Work Program and STIP for the FY 2023/24 projects. FDOT Office of Work Program and Budget (OWPB) also provided instructions on including project comments in the Work Program screen to show more information on capital and/or operating activities and descriptions.

4. Timely Submittal of STIP Documentation for the Statewide Planning Finding

Observation: Each year the Federal Review Team coordinates with FDOT on a schedule for the STIP and Statewide Planning Finding Review. The Federal Review Team works with FDOT on an agreed upon schedule, and FDOT developed a flowchart to help in planning for these activities. Much has improved in the timeliness of submittals, however, there is still room for improvement, particularly with the PAR Rollup Report and TIP Letters with certifications, which were several weeks late.

Recommendation: The Federal Review Team will continue to work with FDOT to develop a realistic schedule that allows sufficient time for review of supporting documentation for the STIP and Statewide Planning Finding determination. We ask that the FDOT Office of Policy Planning and Work Program Office coordinate internally to adhere to this schedule to ensure that a STIP approval can be made in a timely and coordinated manner. Late submittals of information needed for review hinders our ability to approve the STIP.

Status: FDOT coordinated internally to adhere to the schedule prepared by FDOT and FHWA. FDOT sent the draft STIP narrative to FHWA for a courtesy review on May 30, 2023 and sent the July 1st preliminary STIP on July 6, 2023. FDOT confirmed on August 2, 2023, that the preliminary STIP was the Final STIP that was included as a part of the Adopted Work Program. While FDOT sent the final STIP document before the deadline, required supporting materials needed for review of the STIP were not submitted in a timely manner. The following documents were received after the agreed upon deadline: the presentations and notes from the Annual Planning Finding Meeting, FDOT Annual Joint Certifications of the MPOs' planning process, STIP PAR Rollup, and the FDOT responses to the FY22 Planning Finding Recommendations.

5. Information Access

Observation: FDOT continues to rely on the MPO Portal for accessing necessary information and documents for review, including UPWP updates, progress reports, invoicing, annual joint certifications, and FDOT manuals, guidance, and Technical Memorandums. Although most of the Federal Team does not have access to the Portal, FDOT continues to use the portal as the only means of accessing these documents.

Recommendation: Until FHWA and FTA have access to the portal, necessary information, including progress reports and annual self-certifications, should be provided to the federal team on a timely basis.

Status: FDOT provided one-on-one calls with FHWA staff to gain MPO Document Portal Access resulting in all FHWA Planners having access. FDOT also updated the firewall for the MPO Document Portal so that FHWA can change their password without FDOT Office of Information Technology (OIT) support. The GAP system is being updated to replace the MPO Document Portal in 2024, starting with the new UPWPs (FY 2024/25 – 2025/26). The GAP system will be easier to navigate, and comments will be sent via email. Actions will also be specific to the type of document. FDOT provided FHWA access to the GAP

system and held a feedback session in June 2023, to go over the anticipated document review process.

B. FY 2024 - FY 2027 Statewide Transportation Improvement Program

Title 23 U.S.C. requires the State to develop a STIP. The portion of the Program that is urbanized must be developed in cooperation with the MPOs. The State must also have a process for developing priorities with local officials in the rural areas. The STIP is a list of priority projects for the next four fiscal years. The projects are expected to be consistent with the Florida Transportation Plan (FTP), which serves as the statewide plan, and to incorporate the TIPs as adopted from within each metropolitan area. The STIP document has been submitted in Adobe PDF format and is available on the FDOT website at: <https://www.fdot.gov/workprogram/Federal/STIP-ProjectDetailListing.shtm>. STIP modifications are also captured daily and displayed in the current STIP document as noted online.

Before the STIP was required under Intermodal Surface Transportation Efficiency Act, the state of Florida had developed a process for having a statewide improvement program. This document is the Five-Year Work Program and essentially serves as the STIP. Section 339.135, Florida Statutes, authorizes and sets the guidelines for the FDOT to develop a State Transportation Five-Year Work Program. It is the State's project-specific list of transportation activities and improvements that meets the goals and objectives of the FTP. Although FDOT's Five-Year Work Program serves as the basis for creating the STIP, it is important to note that FHWA and FTA only recognize the four-year element of the STIP, which is derived from FDOT's Work Program, for the purposes of programming federal funds.

Since the FDOT Work Program serves as the basis for creating the STIP, FHWA, and FTA look to the FDOT's Work Program development process to ensure compliance with Federal law. There are summary documents that clarify how the Work Program is developed and financed and more detailed documents and procedures that provide specific instructions for Work Program development. Some of these documents are located on FDOT's website: <https://www.fdot.gov/workprogram/WorkProgramResources.shtm>. Other resources are also available upon request from FDOT's Work Program Office.

Public Participation is also a major component in the development of the STIP. The Work Program is developed by the Districts and Central Office, working with the MPOs and local governments. Input is also included from the Legislature, Governor's office, and public hearings. More detailed information related to the Public Involvement Process, utilized by FDOT to develop the Work Program and the STIP, can be found in the STIP Public Involvement Process pdf found at: <https://www.fdot.gov/workprogram/Federal/stip.shtm>.

In December 2020, FDOT adopted the new Florida Transportation Plan (FTP). The FTP included a Performance Element that shows how the transportation system performance

on key measures of safety, asset condition, and mobility. This Performance Element had been previously coordinated with the FHWA and FTA prior to its adoption. On April 21, 2022, FHWA notified FDOT that they did not meet the Transportation Performance Management (TPM) safety targets for 2020. As such, prior to the June 30, 2022, deadline, FDOT submitted an implementation plan that addresses the use of Highway Safety Improvement Program (HSIP) funds to meet or better the baseline data for the 5 safety targets. In August 2023, FDOT established their PM1 safety targets. On April 14, 2023, FHWA determined that FDOT made significant progress towards the achievement of each 4-year (2018-2022) target for the National Highway Performance Program and National Highway Freight Program Measures (PM2 and PM3). On July 25, 2023, FHWA also provided a positive consistency determination to FDOT on their TAMP Implementation Documentation. The next four-year TPM performance period for PM2 and PM3 is from January 2022 to January 2026. Mid-point Performance Progress Report is due on October 1, 2024, and the Full Performance Report is due on October 1, 2026.

As a result of the July 2019, FHWA technical assistance regarding the flexibilities in place to address fiscal constraint, FDOT includes on the STIP website language that documents how Advanced Construction (AC) conversions are handled in the STIP. FDOT added the current PAR Rollup Report which documents the planned use of AC and added a statement that discusses what was converted the previous year. This information has been helpful in explaining how AC fits in with the overall program implementation.

As part of FHWA's routine oversight activities for the statewide planning process, and in accordance with the Division's Standard Operating Procedure for the STIP, the planning unit conducts both an overall checklist review of the STIP and a spot check review of at least one randomly selected project from each of the 27 MPOs area to assess the consistency in project information between the STIP, TIP, and LRTP planning documents. The preliminary results of this year's review indicate that emphasis is still needed in this area to ensure that projects are accurately reflected in both the TIP and STIP and that these projects are flowing from the MPO's LRTP. Consistency between the TIP and STIP was noted in 67% of the projects reviewed, which is a lower percentage of consistency from the previous year. Identifying/locating an LRTP project or phase associated with a particular STIP project or project phase with similar funding for that phase continues to be a challenge in that only 81% of the projects reviewed were deemed consistent with the LRTP. It is important to note that all the inconsistencies identified were found in six of the seven Districts. FHWA has shared the preliminary information with the FDOT.

FTA is responsible for federal review and oversight of transit-related activities and also reviews the STIP to ensure regulatory compliance, in partnership with FHWA. The results of FTA's STIP review are reflected in the appropriate areas of Section IV.

The FY 2023/24-2026/27 STIP needs to be fiscally constrained by year. To demonstrate how much funding is available for projects, FDOT developed a process and summary table to show the available funds including balance forward, estimated new funds, and the programmed projects. The STIP Production Accomplishment Report (PAR) is developed annually by FDOT to demonstrate financial constraint for the new STIP.

Ending balances in each of the major categories are positive in each year of the STIP. The summary is located in the STIP PAR Rollup table at the end of this section.

FDOT notes the following points regarding these summaries:

- The FY2024 Statewide Transportation Improvement Program (STIP) is based on the Adopted Work Program as of July 1, 2023.
- Net allocations available amounts are presented net of any Formula Obligation Authority (FOA) Constraints, where applicable. FDOT did not apply any OA constraint to the Electric Vehicle (GFEV) program or the Bridge Formula Program (GFBR) as neither of those new programs are subject to annual obligation limitation. FDOT also did not apply any constraint against Highway Safety Program funds as that is their highest priority. Finally, FDOT also did not apply any constraints against funds suballocated for use in urban areas.
- Included is a breakout, by major fund rollup category, of the estimated Advanced Construction (AC) conversions anticipated to be done each year to fully consume the annual Obligation Limitation subject to lapse at each fiscal year end.

For the F2022/2023, FDOT AC converted \$1.53B of AC to federal funds, which is consistent with the \$1.45B that was planned for AC conversions at the beginning of FY2022/2023. The conversion differences are due to variables such as the \$300M obligation authority that was received under the August redistribution process. The actual amount of redistributed obligation authority to be received was unknown at the time the estimate was made.

Summary of AC Conversions in State fiscal year 2023 (7/1/2022 through 6/30/2023)

AC Conversions using FOA	Sum of AC Conversions to Formula Obligation Limitation
Formula Obligation Authority (FOA)	\$1,526,720,637
Grand Total	\$1,526,720,637

2024 STIP P.A.R. Rollups**Congestion Mitigation/Air Quality Program, Carbon Reduction, & Promoting Resilience Programs**

	Fiscal Years			
	2024	2025	2026	2027
Balance Forward from Prior Year	170,436,904	51,813,886	11,282,466	21,426,783
Net Annual Allocations Available	129,571,935	132,163,370	169,108,522	134,806,639
Less: Program of Projects	(169,194,953)	(90,694,790)	(73,964,205)	(64,176,278)
Funds Available before AC conversions	130,813,886	93,282,466	106,426,783	92,057,144
Planned AC Conversions	(79,000,000)	(82,000,000)	(85,000,000)	(90,000,000)
Balance Forward to Next Year	51,813,886	11,282,466	21,426,783	2,057,144

Discretionary/Earmarks, Highway Infrastructure Program, Bridge Formula Program, & Electric Vehicle Infrastructure

Balance Forward from Prior Year	480,902,596	65,126,470	6,977,413	6,977,413
Net Annual Allocations Available	101,005,790	100,781,514	100,399,790	100,399,790
Less: Program of Projects	(516,781,916)	(158,930,571)	(100,399,790)	(100,399,790)
Balance Forward to Next Year	65,126,470	6,977,413	6,977,413	6,977,413

National Freight Program

Balance Forward from Prior Year	126,465,693	51,806,121	12,293,256	3,215,348
Net Annual Allocations Available	63,110,454	79,627,885	64,863,665	63,087,087
Less: Program of Projects	(77,770,026)	(74,140,750)	(54,441,573)	(48,805,781)
Funds Available before AC conversions	111,806,121	57,293,256	22,715,348	17,496,674
Planned AC Conversions	(60,000,000)	(45,000,000)	(19,500,000)	(14,400,000)
Balance Forward to Next Year	51,806,121	12,293,256	3,215,348	3,096,674

National Highway System Performance Program

Balance Forward from Prior Year	1,386,182,480	1,188,938,408	1,129,896,801	1,018,952,704
Net Annual Allocations Available	1,368,385,020	1,390,958,393	1,389,055,903	1,436,059,607
Less: Program of Projects	(65,629,092)	-	-	-
Funds Available before AC conversions	2,688,938,408	2,579,896,801	2,518,952,704	2,455,012,311
Planned AC Conversions	(1,500,000,000)	(1,450,000,000)	(1,500,000,000)	(1,550,000,000)
Balance Forward to Next Year	1,188,938,408	1,129,896,801	1,018,952,704	905,012,311

Planning and Research Programs

Balance Forward from Prior Year	49,072,079	19,527,779	5,700,966	5,700,966
Net Annual Allocations Available	77,142,437	89,863,440	91,443,711	91,443,709
Less: Program of Projects	(106,866,737)	(103,690,253)	(91,443,711)	(91,443,709)
Balance Forward to Next Year	19,527,779	5,700,966	5,700,966	5,700,966

Safety Programs

Balance Forward from Prior Year	182,347,300	139,155,755	90,385,183	40,641,520
Net Annual Allocations Available	177,311,885	167,789,184	171,260,456	171,260,455
Less: Program of Projects	(42,991,323)	(11,559,756)	(11,004,119)	(10,004,119)
Funds Available before AC conversions	316,667,862	295,385,183	250,641,520	201,897,856
Planned AC Conversions	(177,512,107)	(205,000,000)	(210,000,000)	(195,000,000)
Balance Forward to Next Year	139,155,755	90,385,183	40,641,520	6,897,856

Surface Transportation Block Grant Program

Balance Forward from Prior Year	434,663,543	129,569,959	69,567,004	69,394,609
Net Annual Allocations Available	680,040,917	695,058,447	703,150,356	693,358,848
Less: Program of Projects	(820,134,501)	(595,061,402)	(563,322,751)	(660,723,391)
Funds Available before AC conversions	294,569,959	229,567,004	209,394,609	102,030,066
Planned AC Conversions	(165,000,000)	(160,000,000)	(140,000,000)	(100,000,000)
Balance Forward to Next Year	129,569,959	69,567,004	69,394,609	2,030,066

Grand Totals - All Programs

Balance Forward from Prior Year	2,830,070,595	1,645,938,378	1,326,103,089	1,166,309,343
Net Annual Allocations Available	2,596,568,438	2,656,242,233	2,689,282,403	2,690,416,135
Less: Program of Projects	(1,933,709,332)	(1,227,517,766)	(1,093,572,030)	(1,160,548,929)
Funds Available before AC conversions	3,627,450,485	3,268,103,089	3,120,809,343	2,881,172,430
Less: AC Conversions	(1,981,512,107)	(1,942,000,000)	(1,954,500,000)	(1,949,400,000)
Balance Forward to Next Year	1,645,938,378	1,326,103,089	1,166,309,343	931,772,430

C. Summary of the FY 2023 Annual MPO Certifications by FDOT

Each FDOT District and MPO must jointly certify annually that the transportation planning process is addressing the major issues facing the metropolitan area. The purpose of the MPO certification review is to establish that the MPO's planning process is being conducted in accordance with 23 CFR 450.334. The reviews also provide the opportunity to recognize noteworthy practices, provide recommendations for consideration, and identify corrective actions needing resolution within the timeframe specified in the Certification Report. Many of the joint certification statements listed findings, such as noteworthy achievements and areas for future emphasis. A general compilation of the topic areas from the FDOT/MPO certification reviews conducted this year are noted and do not necessarily apply to every MPO. The following are the findings from the 2023 Certifications for the 2022 MPO processes.

MPO Identified Best Practices/Noteworthy Achievement Areas

- Enhanced Public Involvement Efforts including meetings with Homeowners Associations, pop-up events and virtual one-on-one meetings
- Monthly Coordination Efforts to resolve technical and regional issues
- Development of "Destination Zero" Action Plan and Policy Plan
- Implemented a "One Stop Shop" resource webpage "Transportation 101"
- Before and After Study to address risks and develop mitigating treatments
- Summer 2022 "Slow Your Roll" Safety Campaign targeting high crash locations
- Innovative use of hybrid meeting process to increase public Engagement
- Title VI, Environmental Justice mapping and outreach efforts
- Coordination with local governments to develop the Rural Transportation Plans
- Roadway Safety Audits (RSA) to analyze and identify safety countermeasure for crash hot spots.
- Extensive stakeholder, holistic approach to address resiliency vulnerabilities.
- Quiet Work Zone Areas
- Operational and feasibility studies with innovative engagement
- Investment corridor transition plan
- Complete Streets Studies
- Successful efforts to get children and families involved in planning through a grassroots and highly interactive, youth-centered approach
- Effective regional coordination with FDOT and local agencies
- Transportation Resiliency Plan

FDOT Identified Corrective Actions

There were no corrective actions issued during the 2023 annual joint FDOT/MPO certification process.

FDOT Identified Recommendation Topics

- Development of a process to ensure that all versions of the UPWP are on the MPO's website and easy to find.
- Collaboration with the FDOT to update General Planning Consultant procurement and contracts to ensure compliance with all terms and conditions of the MPO Agreement
- Ensuring all documents and document links on website are correct and working

D. Summary of the 2022 FHWA/FTA Certification Reviews of the Transportation Management Areas

During calendar year 2022, FHWA/FTA conducted TMA Certification Reviews for the Space Coast TPO, the Lee County MPO, and the Florida Alabama TPO. The results of these FHWA/FTA TMA certifications were summarized at the 2023 Florida Federal Planning Certification (Statewide Annual Assessment) Meeting. There were two corrective actions identified during these three 2022 certifications. These corrective actions relate to the following:

- Amending the LRTP without including Public Transportation Agency Safety Plan (PTASP) targets and without description of targets and progress toward achieving targets for the PTAST and TAM not described.
- Having financial information in various formats in the body of the report and in Appendices. The LRTP did not clearly demonstrate overall fiscal constraint in accordance with regulations.

The MPOs have since addressed the two corrective actions identified during the TMA certification reviews.

E. Fiscal Year 2023 Program Accountability Review Results

For FY23, the Florida Division Planning staff conducted a Program Accountability Results (PAR) review of three of the State's non-TMA MPOs. The purpose of these reviews is to assess the MPOs' LRTP fiscal constraint and to determine their compliance with 23 CFR 450.324. This topic was one of the top three issues based on an analysis of the TMA Certification Reviews' corrective actions and recommendations, thus selected for this non-TMA review

The FY23 review is a continuance of the multi-year assessment of LRTP Fiscal Constraint for the Non-TMAs in Florida to ensure applicable federal requirements are being met. The FY23 PAR Report indicates that the three MPOs reviewed meet most of the fiscal constraint requirements. For the requirements in which we found non-compliance, two recommendations were provided. These recommendations relate to the following:

- Including all projects (local, FDOT and federal) and funding for the entire planning timeframe.

- Showing an estimate of the cost and source of funding for each phase of the project being funded for projects included in the cost feasible plan for all time bands.
- Identifying the various phases of each project according to the time band of anticipated implementation.
- Including a financial plan that compares costs by phase and by time band with the associated revenues for that time band to demonstrate fiscal constraint.
- Identifying how operations and maintenance activities are funded in the LRTP, including locally funded operations and maintenance activities and costs.
- Including all reasonably expected revenue sources, including public funds for operations and maintenance and transit fares, and private sources.
- Including all projects and strategies proposed for funding, including federal, state, local funds.

F. Training/Technical Assistance Needs

During the certification review site visits during calendar year 2022, the following technical assistance/training needs were identified:

- Geospatial training to improve how the MPO gathers and presents data
- MPOAC Orientation for New MPO Board Members & elected officials
- Applying for discretionary grant under Bipartisan Infrastructure Law (BIL)
- Grant management and fiscal responsibilities beyond just the grant agreement
- 2 CFR 200 Training – Allowable costs
- How to change the Cape Coral urbanized area boundary to the County line
- Training assistance on to measure the traffic incidents on congestion
- Sharing best practices with other coastal regions
- Emergency Response coordination for resiliency and equity
- Title VI and Nondiscrimination for new employees.
- TSM&O training for MPO staff
- MPO 101 training for new directors and staff
- Training on LRTP topics: Congestion Management, Cost Feasible, etc.

At the conclusion of the Statewide Planning Finding meeting, FHWA summarized the above MPO training requests for FDOT. FHWA and FTA will work with the MPOs to provide resources in these areas.

IV. 2023 FINDINGS AND RECOMMENDATIONS

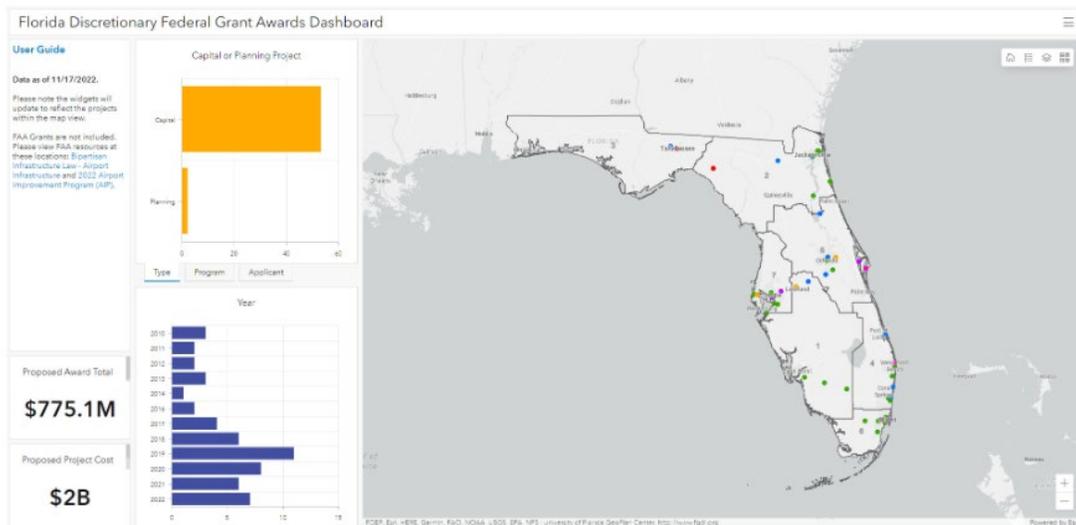
The following items represent a compilation of the findings that are included in this 2023 Planning Finding report. These findings, which are identified as noteworthy practices, corrective actions, and recommendations, are intended to not only ensure continuing regulatory compliance of the Florida's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in Florida. Corrective actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends or potential risks and are intended to assist FDOT in improving the planning process. Noteworthy activities highlight efforts that demonstrate innovative ideas or best practices for implementing the planning requirements.

A. FHWA/FTA highlight the following **Noteworthy Activities** underway by FDOT this year:

- 1. Rural Planning and Engagement:** The Federal Review Team commends FDOT for its innovative collaborations to advance planning engagement. FDOT has partnered with the Emerald Coast Regional Council (ECRC) and Apalachee Regional Planning Council (ARPC) to create the FDOT District 3 Regional Rural Transportation Plan Pilot Project. This partnership will assist with documentation and prioritization of transportation improvements in rural communities. An online GIS mapping application clearly identifies projects that could be included in the FDOT Work Program, which helps neighboring communities with coordinating projects. FDOT and ECRC conduct quarterly engagement activities and plans to update the project list every five years. FDOT is also partnering with a local university to work with local governments and interest groups to identify projects and priorities for rural engagement. This collaboration will strongly consider and incorporate equity issues and can also be coordinated with the Vulnerable Road Users assessment.
- 2. Resiliency:** The Federal Review Team recognizes FDOT's efforts to improve resiliency planning through several new tools. The Resilience Action Plan (RAP) was finalized in June 2023 and includes an assessment of the potential impacts of flooding, storms, and sea level rise on the State Highway System. FDOT has also developed internal manuals, guidelines, and documents which guide FDOT planning, programming, project development, design, construction, operations, and maintenance. The Resilience Quick Guide incorporates resilience into the MPO Long Range Transportation Plan and FDOT developed a Sea Level Rise Sketch Planning Tool. FDOT also conducted training for users on the tool which provides information on roadway impacts for a range of climate and flooding scenarios and supports a risk-based assessment of vulnerabilities of transportation system.

3. Stakeholder Involvement in Planning Finding Process: The Federal Review Team commends FDOT for its diligence in ensuring that the Florida MPOs and FDOT District Liaisons are actively involved in not only the Florida Metropolitan Planning Process (FMPP) meetings, but also in the statewide assessment process for the Federal Planning Finding. In addition to hosting interactive FMPP discussions with all federal, state, and local stakeholders throughout the year, FDOT was successful in their outreach resulting in more than sixty stakeholders participating each day of the two-day FY 2023 Annual Planning Finding Meeting. This Annual meeting serves as a forum for discussions, reporting and documentation of issues, activities and efforts included in this Federal Planning Finding report. During the meeting, FDOT hosted two vibrant and robust collaboration sessions to gain feedback on focused areas of the statewide planning process which were of interest to the Federal Review Team.

4. FDOT Bipartisan Infrastructure Law (BIL) Resources and FL Grants Dashboard: The Federal Review Team recognizes FDOT’s efforts to support the implementation of BIL discretionary grants across the state. FDOT Office of Policy Planning monitors Notice of Funding Opportunities (NOFOs). FDOT also has designated District Grant Coordinators for each of the seven districts, who work closely with local governments to assist with grant applications whether they are anticipated federal direct recipients or FDOT subrecipients. FDOT also provides technical advice for management of the grants, which includes grant information webinars, review of draft applications, checking planning consistency and coordinating receipt of State Letter of Support. FDOT also established this site (<https://www.fdot.gov/planning/policy/federal-grants/grantresources.shtm>) and a Dashboard (<https://www.fdot.gov/planning/policy/federal-grants/default.shtm>). The interactive dashboard tracks capital and planning grants by type, program, and applicant, as well as by award total and project cost. As the dashboard indicates, Florida communities have been successful in being awarded several discretionary grants.



- B.** The following **Corrective Actions** require action for compliance with the federal planning regulations and must be completed within the timeframes noted:

No corrective actions have been identified.

- C.** FHWA/FTA offer the following **Recommendations** to continue implementing improvements to the transportation planning process within the State of Florida:

1. Tracking of Available Funds for Planning

Observation: For the past several years, FDOT worked with FHWA and FTA to implement processes for tracking Federal Planning funds. In the last year, data sources for the Monthly TIP/STIP Alignment Table were introduced. Despite the multiple internal FDOT tools established and the incremental progress made in tracking available funds, there are areas which still need to be addressed. A gap continues to exist in regard to MPOs having an accurate status of funds available to program their planning activities. The status is also not regularly shared with the Federal team and MPOs; in particular, with sharing the current status for the FDOT 80/20 Rule, deobligation of funds, BIL 2.5% PL set aside for Complete Streets Planning, and non-PL federal funds used for planning.

Recommendation: The Federal Review Team recommends FDOT continue to work with the Federal partners and MPOs to explore tools which will refine and enhance tracking federal funds used for planning and provide to the Federal Agencies and MPOs regular and accurate status information on all federal funds used for planning, including non-PL funds, the FDOT 80/20 rule, and the BIL 2.5% PL set aside for Complete Streets Planning. The Federal Review Team encourages FDOT to comprehensively track these funds and their deobligations to ensure that relevant and reliable information is provided to the Federal Agencies and MPOs to support the federal UPWP approval.

2. STIP Documentation with Sufficient Descriptive Material

Observation: Similar to previous years, there appear to be inconsistencies with how STIP information is presented statewide, resulting in insufficient descriptive material. There are instances where capital and operating assistance activities are unclear, such as operating assistance included in a “capital” line item. Other observed inconsistencies include not including the urbanized area for which FTA funds are apportioned to, not including the FTA funding program, as well as inaccurately or insufficiently describing proposed activities. While FTA acknowledges and appreciates FDOT’s work program efforts, improvements associated with past recommendations do not appear to be reflected in the STIP.

Recommendation: The Federal Review Team recommends that FDOT should continue to work with FTA to ensure sufficient coordination and information exchange between FDOT, MPOs and transit agencies so that activities are correctly recorded and reflected in the STIP and TIPs.

3. Timely Submittal of STIP Related Documentation for the Statewide Planning Finding

Observation: Each year the Federal Review Team coordinates with FDOT on a schedule for the STIP and Statewide Planning Finding Review. The Federal Review Team works with FDOT on an agreed upon schedule. The FY 2024 STIP was submitted by FDOT ahead of the established due date. However, required supporting materials needed for review of the STIP, such as Annual Planning Finding meeting presentations and notes, STIP PAR rollup, and FDOT Annual Joint Certifications of the MPOs' planning process, were not submitted in a timely manner.

Recommendation: The Federal Review Team recommends that FDOT continue to coordinate internally to ensure submittals of supporting information are in accordance with the agreed upon schedule. The Federal Review Team also recommends that FDOT and the Federal Agencies establish a meeting on a Monthly basis, beginning in January 2024, to solely focus on submittals of required deliverables to ensure thorough and timely Federal review and approval of the STIP.

4. UPWP Scope Review Process

Observation: In 2022, the Federal Agencies modified the process for the submittal of UPWP scopes. During the assessment meeting, FDOT facilitated a vibrant group discussion to gain feedback with the level of detail included in UPWPs and how the revised process was working. Virtual meeting participants were able to share their comments through Mural, a collaborative online platform that allows users to post comments and offer feedback. This very engaging activity had participants discussing various aspects of the UPWP scope development and review process.

Recommendation: The Federal Review Team recommends FDOT review the feedback provided and develop an action plan to address the input received on the challenges of UPWP scope development and review. The Federal Review Team also recommends FDOT consider conducting workshop(s) to clarify the level of detail for UPWP task scopes before the UPWP cycle kicks off to assess the MPOs' readiness for the upcoming FY2024/2025 UPWPs. This interactive activity would minimize scope related UPWP Amendments and ensure timely federal UPWP review and approval.

5. Transparency and Consistency in the Programming of MPO Federal Funds

Observation: During the Annual Planning Finding meeting FDOT facilitated a robust discussion among the participants regarding the lack of consistent application in the coordination between MPOs and FDOT OPP and OWPB with regards to programming MPO federal funds such as SU, PROTECT, and Carbon Reduction. Concerns were raised that the MPOs' priorities which were submitted to FDOT Districts were not programmed as the MPO thought they should be. Virtual meeting participants shared their comments through Mural, a collaborative online platform that allows users to post comments and offer feedback. Commenters responded to questions on the needs and benefits of additional coordination. Feedback ranged from, "FDOT should communicate programming decisions to MPOs and get consensus" to "MPOs should provide compelling supporting documentation to show the needs, demands, and community support for projects". Overall, the comments indicated that the programming of the federal funds needed more transparency, communication, and consistency in implementation.

Recommendation: Since the 23 CFR 450.322 project selection process from the TIPs hasn't been reviewed in several years, the Federal Review Team recommends FDOT conduct follow-up coordination session(s) with the MPOs to determine what parts of the existing collaborative process for selecting projects is still working and what areas could be enhanced. This activity will reinforce that a successful, transparent, and consistent 3-C process is being implemented that not only meets the MPOs', FDOT's, and rural communities' needs, but also facilitates solutions that will achieve Florida's transportation vision and goals.

Conclusions

Based on routine coordination throughout the year with the various statewide planning participants, discussions at the "annual assessment" meeting, the review of statewide summary and planning documents provided by participating and affected offices, and the status of past "annual assessment" recommendations, FDOT continues to demonstrate that they address federal questions/concerns, as such concerns are identified.

Therefore, it is hereby determined that Florida's statewide and metropolitan transportation planning processes continues to substantially satisfy the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500, and 49 CFR Part 613. FHWA and FTA will continue working with Florida's various planning partners (e.g., FDOT, the 27 MPOs, local /regional transit service providers, local governments, State/local resource agencies, and the public) to further address and complete the activities and commitments contained in this report.

Appendix A – Meeting Agenda

Meeting Agenda

Office of Policy Planning

June 28-29, 2023

Burns Building 4th Floor, Room 479



2023 Florida Federal Planning Findings Meeting

The Federal Planning Certification is required for STIP approval by FHWA and FTA. They have joint stewardship responsibilities to ensure that the statewide and metropolitan planning processes satisfy the federal planning requirements.

Agenda – Wednesday, June 28, 2023

Time	Topic	Presenter
1:30 p.m. – 1:40 p.m.	Welcome and Introductions	Jennifer Fortunas Curlene Thomas Rob Sachnin
1:40 p.m. – 1:50 p.m.	Staff Turnover / Reassignments	Jennifer Fortunas Mike Neidhart
1:50 p.m. – 2:20 p.m.	Status of 2022 Statewide Annual Assessment	Jennifer Fortunas Mike Neidhart Romero Dill
2:20 p.m. – 2:35 p.m.	FDOT Office of Inspector General Planning Audits	Jessica Mobley
2:35 p.m. – 2:45 p.m.	Office of Work Program & Budget Update	FDOT
2:45 p.m. – 2:55 p.m.	Apportionment Plan / MPA Boundary Map Update	Mike Neidhart
2:55 p.m. – 3:25 p.m.	Prioritization of Funds for TMAs	Jennifer Fortunas Mike Neidhart
3:25 p.m. – 3:35 p.m.	Break	
3:35 p.m. – 3:45 p.m.	PL Allocation Formula	Mike Neidhart Mark Reichert
3:45 p.m. – 3:55 p.m.	Annual Joint Certifications	Mike Neidhart
3:55 p.m. – 4:05 p.m.	Complete Streets	Mike Neidhart
4:05 p.m. – 4:20 p.m.	Transit Update	Chris Wiglesworth
4:20 p.m. – 4:35 p.m.	FHWA Topics <ul style="list-style-type: none"> • TMA Certifications • Non-TMA PAR Trends 	Carlos A. Gonzalez
4:35 p.m. – 4:50 p.m.	FTA Topics	Courtney Roberts
4:50 p.m. – 4:55 p.m.	Request for Federal Training	MPOs / FDOT
4:55 p.m. – 5:00 p.m.	Wrap Up and Adjourn	Jennifer Fortunas

Agenda – Thursday, June 29, 2023

Time	Topic	Presenter
8:30 a.m. – 8:35 a.m.	Welcome and Introductions	Jennifer Fortunas
8:35 a.m. – 8:45 a.m.	MPOAC Update	Mark Reichert
8:45 a.m. – 9:15 a.m.	MPO Discussion / Feedback	MPO Directors
9:15 a.m. – 10:00 a.m.	Planning Efforts <ul style="list-style-type: none"> • Carbon Reduction Strategy (CRS) • Resilience Planning • Grants • Vulnerable Road Users (VRU) Assessment • Performance / PDIS / Signal 4 • DBE Compliance and Progress Reports • TIP Schedule 	OPP Staff
10:00 a.m. – 10:10 a.m.	Break	
10:10 a.m. – 10:30 a.m.	Noteworthy Practices <ul style="list-style-type: none"> • Grant Application Process (GAP) Enhancement • Community & Rural Planning • Grant Workshops / Regional Information Sessions • Apportionment Plan Template & Guidance 	OPP Staff
10:30 a.m. – 11:30 a.m.	Facilitated Discussion on UPWPs / Scopes and TMA STBG funds	Everyone
11:30 a.m. – 11:40 a.m.	Partner Outreach, Coordination, & Trainings	OPP Staff
11:40 a.m. – 11:50 a.m.	FDOT Wrap Up	Jennifer Fortunas
11:50 a.m. – 12:00 p.m.	Federal Partner Wrap Up	FHWA & FTA

Appendix B - Summary of Discussions that Supported the 2022 Planning Finding

2023 Federal Planning Finding Meeting

Wednesday, June 28, 2023

1:30-5:00 pm

Thursday, June 29, 2023

8:30-12:00 pm

Subject: 2023 Federal Planning Findings Meeting

Meeting Goal: The Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) have joint stewardship responsibilities to ensure that the statewide and metropolitan planning processes satisfy the federal planning requirements. This Federal Planning Certification is required to approve the State Transportation Improvement Program (STIP) by FHWA and FTA.

MEETING NOTES DAY 1

Introduction

The Florida Department of Transportation's (FDOT) Compass leads the State of Florida to a sustainable future with six focus areas. The FDOT Compass centers on Communities, with five pillars surrounding them: Safety, Resilience, Supply Chain, Technology, and Workforce Development. The Compass establishes the baseline for every project, plan, and investment. The compass is embedded in FDOT's business and organization as the Department evolves and finds new ways to engage communities early and often as they participate in the decision-making process.

Staff Updates

Dana Reiding and Becky Marsey have moved to the Forecasting and Trends Office (FTO), and Alison Stettner is at Florida's Turnpike Enterprise.

New Office of Policy Planning (OPP) staff:

- **Jennifer Fortunas, P.E.** – Director
- **Brian Watts** – Statewide Plans and Policy Analysis Administrator
- **Mike Neidhart** – Metropolitan Planning Administrator
- **Melissa Corbett** – Statewide Metropolitan Coordinator
- **Ben Naselius** – Statewide Planning Analyst

Status of 2022 Statewide Annual Assessment

An overview of the corrective actions and recommendations from 2022 Florida Federal Planning Findings and the responses by FDOT were provided:

- No corrective actions were needed this year.

Noteworthy practices implemented by FDOT in 2022-2023 were discussed:

Leadership

- FDOT initiated a group for the Infrastructure Investment and Jobs Act (IIJA) to gather and disseminate information on the new funding programs.
- The FDOT IIJA Team began holding regional workshops for potential local grant applicants to provide information about obtaining grants, the benefits of partner collaboration, FDOT consistency reviews, templates, and potential challenges.
- FDOT's outreach efforts were designed to put potential Florida applicants in a better position to apply for grants and successfully implement grant awards.

Partnering

- FHWA has identified Long Range Transportation Plan (LRTP) Fiscal Constraint as a high-risk area for the last two years. This was previously identified as a Corrective Action in Transportation Management Area (TMA) Certifications and a finding in the FHWA's Program Accountability Results (PAR) reviews for non-TMAs.
- In 2021, FDOT developed Technical Memorandum 21-02 based, in part, on FHWA's White Paper on LRTP Fiscal Constraint. This Technical Memorandum has excellent examples that the MPOs can use to understand how they can better reflect the necessary information in their LRTP to demonstrate Fiscal Constraint.
- Additionally, FDOT spot-checked several Transportation Improvement Programs (TIPs) against the STIP and the LRTPs to identify inconsistencies related to Fiscal Constraint.

National Electric Vehicle Program (NEVI) and Resiliency

- Even before the implementation of the IIJA requirements, FDOT had plans in place for an electric vehicle charging network that needed only moderate adjustments to meet the new requirements under the IIJA.
- Resilience has also been a focus of FDOT for some time. Current efforts underway that address resilience include updates to the Planning Emphasis Area Resource Guide, which will include case examples to assist Metropolitan Planning Organizations (MPOs) in updating their LRTP, resilience training, and the Resilience Action Plan (RAP). FDOT has also recently kicked off development of the Resilience Improvement Plan (RIP).

Statewide Revenue Forecast

- FDOT developed an updated Statewide Revenue Forecast to assist MPOs in developing their LRTPs.
- In developing this forecast, FDOT actively monitored the 2020 Census urban areas information, included new IIJA programs, and provided a breakdown of fund types and definitions for what those funds include.
- The Statewide Revenue Forecast was provided to the MPOs and posted to the Metropolitan Planning Support website on June 5, 2023. A webinar was hosted on June 8, 2023 to discuss the forecasts with the MPOs.

2022 Recommendation 1: Tracking of Available Funds

Recommendation 1a: Clarify data sources for the table of the planning funds (PL, STBG, 5305, CMAQ, TA, etc.) and the monthly Unified Planning Work Program (UPWP)-TIP-STIP Alignment Table.

Progress:

- The UPWP-TIP-STIP Alignment Table that FDOT provides to FHWA each month aids in tracking federal funds used by MPOs for planning and is based on the most up-to-date versions of the UPWP, TIP, and STIP.
- In response, FDOT has added the data sources used to prepare the UPWP-TIP-STIP Alignment Table with the following footnote at the bottom of the table:
 - “Data sources for this table include the most recently modified version of the 2023-2024 UPWP and 2023-2027 TIP available in the MPO Document Portal and the Current STIP available on the Online STIP Report. These documents were reviewed on (enter date and time).”

Comments and discussion:

- FHWA stated they use the UPWP-TIP-STIP Alignment Table when reviewing UPWP amendments.
- When preparing the initial UPWPs, who provides the SU amounts? FDOT and federal partners should use the same total amounts.
 - FDOT will follow up with FHWA on this topic.

Recommendation 1b: Improve tracking of the de-obligated funds to have a clear, consistent, and accurate system of funding status that can be shared with the federal team and MPO partners. Explore template additions to track the FDOT 80/20 rule status and the Bipartisan Infrastructure Law (BIL) Complete Streets 2.5% spending requirement.

Progress:

- The amount of de-obligated funds is shown when FHWA approves the de-obligation of funds as part of the UPWP closeout process for each MPO.
- FDOT assesses the 80/20 policy at the beginning of each UPWP cycle, following the closeout of the previous UPWP cycle. Additionally, District MPO Liaisons track compliance with the Department’s 80/20 policy during the UPWP cycle using the MPO invoice tracking spreadsheet. This tool allows District MPO Liaisons to track eligibility for using Surface Transportation Block Grant (STBG) funds in the UPWP throughout the two-year UPWP cycle. This is outlined in [Chapter 22 of the Work Program Instructions](#).
- OPP will recommend to MPOs that new UPWPs for FY 2024/25–2025/26 include a new task or subtask for the 2.5% Complete Streets requirement. FDOT will also encourage all MPOs to have a Complete Streets policy. This topic was discussed at the July 26, 2023, Florida Metropolitan Planning Partnership (FMPP) Meeting.

Comments and discussion:

- When approving new UPWPs, FHWA stated they would like to know the total de-obligation amount when reviewing and approving new UPWPs.
- FDOT's Office of Work Program and Budget (OWPB) explained the de-obligation process that occurs in the second year of a UPWP. There are two points in time that de-obligation of funds occurs. The first de-obligation occurs in May/June in the second year of the UPWP (for this round of UPWPs it will occur in May/June 2024). The deadline to request the first de-obligation will be April 15, 2024. If the de-obligation request is submitted by the deadline, these funds will become part of year one of the new two-year UPWP (FY 2024/25-2025/26). The new UPWP for FY 2024/25-2025/26 will be reviewed and approved by federal partners in July 2024. The second de-obligation happens as part of the UPWP closeout in September 2024. The funds de-obligated as part of the UPWP close out become available in year two of the new UPWP (FY 2024/25-2025/26).
 - FDOT will coordinate with FHWA and MPOs on the potential timing and application in the UPWP template and MPO invoice tracker.
- When does FDOT anticipate MPOs to have a Complete Streets policy, project list, or updated UPWP?
 - FDOT is recommending a Complete Streets task or subtask for new UPWPs (FY 2024/25-2025/26).
- Is the MPOAC able to adopt a resolution on the Complete Streets opt out in lieu of each MPO taking action to opt out of Complete Streets?
 - No. FHWA indicated that each MPO will need to take action indicating their desire to opt out.

Recommendation 2: MPO Contractual Procurement

Recommendation 2a: Create and provide training to MPOs on Disadvantaged Business Enterprise (DBE) compliance.

Progress:

- FDOT provided training to the MPOs on the following dates:
 - August 2022, October 2022, February 2023, and April 2023 FMPP meetings: procurement and DBE compliance guidance were provided.
 - May and June 2023 webinars: included training for updates to the GAP system to prepare for the next round of UPWPs (FY 2024/25 – 2025/26).
 - Monthly MPO Liaison Meetings: included training and support for procurement DBE review and compliance.
- FDOT shared the short-term DBE compliance strategy in January 2023. FDOT provided MPOs with the Bidders Opportunity List (BOL) and the Commitments and Payments template. MPOs submit the Commitments and Payments report to the District MPO Liaisons with their quarterly progress report as of January 2023.
- FDOT also shared the DBE Compliance and the Civil Rights – Contract Procurement and Administration Review (PARC Tool) Checklists with MPOs and District MPO Liaisons to aid in reviewing procurement documents.

Recommendation 2b: Provide training to district MPO Liaisons on procurement and DBE compliance.

Progress:

- OPP coordinated with the Procurement Office to prepare procurement training to provide to the District MPO Liaisons at the July 25, 2023, MPO Liaison training.

Recommendation 2c: Engage with FHWA on the status of progress to address DBE compliance.

Progress:

- OPP met with Carey Shepherd, FHWA Civil Rights Officer Florida Division Office, on August 9, 2022, December 21, 2022, and June 2, 2023, to discuss the short and long-term strategy for DBE compliance. Discussion topics included the DBE Checklist, GAP/Equal Opportunity Compliance (EOC) system updates, and training.

Recommendation 2d: Work with FHWA to reassess FDOT contracting procedures and oversight strategies.

Progress:

- FDOT is updating the GAP/EOC system to aid in managing MPO contracts for DBE compliance and reporting. FDOT conducted GAP training for FDOT, FHWA, and MPOs in May and June 2023 for the updated document workflows and reviews.

Recommendation 3: STIP Documentation with Sufficient Descriptive Material

Recommended recurring communication and coordination between FDOT, MPOs, and transit agencies to ensure activities are correctly reflected in TIP/STIP.

Progress:

- After working with FTA to determine what information is needed, the FDOT Transit Office provided guidance to District Modal Offices on April 19, 2023, including:
 - Clarification on capital and operating activities and description of those activities.
 - Inclusion of urbanized areas for which FTA funds are apportioned.
- The descriptions will be added to the Work Program and STIP beginning with the FY 2023/24 projects.
- FDOT OWPB provided instructions on including project comments in the Work Program screen to show more information on capital and/or operating activities and descriptions.
- FDOT is working with partners to ensure sufficient descriptions are being added going forward.

Recommendation 4: Timely Submittal of STIP Documentation

Recommend developing a realistic schedule that allows sufficient time to review supporting documentation for the STIP and Statewide Planning Finding determination. OPP and OWPB should coordinate internally to adhere to this schedule to ensure that a STIP approval can be made promptly and coordinated.

Progress:

- FDOT coordinated internally to adhere to the schedule prepared by FDOT and FHWA.
- FDOT sent the draft STIP narrative to FHWA for a courtesy review on May 30, 2023.

- FDOT will send the July 1 snapshot statewide detailed report (Adopted Work Program) by July 10, 2023.
- FHWA will receive an update for review on August 2, 2023, if any changes occur to the Adopted Work Program.
- FDOT will send the final STIP to allow enough review time before the September 29, 2023, deadline.

Recommendation 5: Information Access

Until FHWA and FTA have access to the portal, necessary information, including progress reports and annual self-certifications, should be provided to the federal team on a timely basis

Progress:

- FDOT confirmed that FHWA has access to the MPO Document Portal. FDOT provided one-on-one calls with FHWA staff for Portal Access.
 - Jean Parlow: December 1, 2022
 - Cathy Kendall: January 25, 2023
 - Carlos Gonzalez: January 26, 2023
 - Erika Thompson: April 6, 2023
- FDOT also updated the firewall for the MPO Document Portal so that FHWA can change their password without FDOT Office of Information Technology (OIT) support.
- The GAP system is being updated to replace the MPO Document Portal in 2024, starting with the new UPWPs (FY 2024/25 – 2025/26). The new GAP system will be easier to navigate, and comments will be sent via email. Actions will be specific to the type of document.
- FDOT provided FHWA access to the GAP system and held a training on June 7, 2023, to go over the document review process.

FDOT OIG Audits

Before discussing individual MPO audits, FDOT stated it does not know which MPOs will be audited next and that they will coordinate to determine when they can release the risk rankings.

Audits of the Broward MPO, Palm Beach Transportation Planning Agency (TPA), and River to Sea Transportation Planning Organization (TPO) were discussed:

- Broward MPO
 - Objective: Determine whether the Broward MPO invoices and payments were made in accordance with federal regulations, Florida Statutes, MPO Agreement, Memorandum of Understanding (MOU), and Metropolitan Planning Organization (MPO) Program Management Handbook.
 - Results: Positive finding. The audited invoices and payments were allowable, necessary, reasonable, and allocable.
 - Observation: Some invoices had errors or inaccuracies, but nothing that rose to the level of a negative finding.

- Palm Beach TPA
 - Objective: Determine if Palm Beach TPA was implementing FDOT financial management processes in accordance with federal and state statutes and MPO Agreement.
 - Results: One positive and one negative finding.
 - Positive: Palm Beach TPA policies and procedures provide sufficient controls and oversight structure.
 - Negative: Palm Beach TPA not fully implementing the financial management process and could improve their invoicing process.
 - Recommendation: OPP should work with District 4 and the Palm Beach TPA to ensure invoicing compliance and review financial policies and procedures annually.
- River to Sea TPO
 - Audit is currently in progress.
 - Objective: Determine if the River to Sea TPO accounting policies, procedures, and processes are in accordance with state and federal regulations, and whether the MPO's invoicing and expenses follow state and federal regulations.
- Discussed the process of selection for audit. Selection is based on several factors, including the number of active MPO projects, total fund amounts, last time audited, single audit reports, joint certification submissions, MPO Risk Assessment scores, and/or special requests.

OWPB Update

The FDOT Office of Work Program and Budget discussed key upcoming dates related to Work Program development:

- The state fiscal year ends June 30, 2023, and the new state fiscal year starts July 1, 2023.
- August 1: Deadline to receive MPO project/priority lists
- September 29: Statewide Programs close
- October 24: Public Hearings complete
- November 2: Snapshot for draft Tentative Work Program, realignment, and close the Tentative Work Program
- January 9, 2024: Legislature convenes

Apportionment Plans

FDOT OPP discussed ongoing Apportionment Plan development:

- MPOs must submit Apportionment Plans to FDOT by November 14, 2023.
- Districts submit comments to OPP by December 14, 2023.
- FDOT submits plans to the Governor's Office by January 15, 2024.
- FDOT conducted a webinar on June 6, 2023 and provided a template and guidance on the website.

Prioritization of TMA Funds

A facilitated discussion was conducted on the perceived lack of consistent application in the coordination between MPOs and FDOT/OWPB with regards to programming MPO federal funds. There is a perception that MPOs priorities are not being programmed.

Virtual meeting participants were able to share their comments through Mural, a collaborative online platform that allows users to post comments and offer feedback. Comments are summarized below.

Discussion

When/where do you think additional coordination would be beneficial?

- Participant responses on Mural:
 - Get a political champion for the project.
 - Focus on more coordination with TMAs.
 - Empower district liaison.
 - MPOs should know and be clear about Work Program and Budget updates. MPO and FDOT communication should take place early (prior to August 1).
 - Meet with the District when they are developing tentative Work Program so MPO can have input.
 - FDOT should communicate/explain priorities to MPOs and explain why they cannot fund certain projects.
 - FDOT should communicate programming decisions to MPOs and get consensus.
 - MPOs should provide compelling supporting documentation to show the needs, demands, and community support for projects.
 - The ideal time for these discussions is when the Tentative Work Program is open.

What are the barriers to communication?

- Participant responses on Mural:
 - Tight deadlines, not having needed basic information to program a project.
 - Project managers may not want to admit that a project is having funding or deliverability issues.
 - Less liaison turnover would make things easier. Challenging to maintain good lines of communication through liaison changes.
 - Potential lack of understanding of the role of MPOs and their responsibility in relation to their federal funds.
 - Push from MPOs to control funds going towards projects as opposed to prioritizing projects.
 - Priorities vs programming limitations. Having a conversation; at the end, the District staff and MPO should be on the same page.
 - Involve OWPB in the project prioritization process to ensure projects can be delivered.
- Summary: The MPO's prioritized list must be balanced with programming limitations, and the District and MPO should continuously communicate throughout the process.

PL Allocation Formula

FDOT discussed the PL Allocation Formula.

- MPOAC reviewed 11-12 scenarios to potentially change the PL formula and decided not to change the formula.
- On July 19, 2023 the MPOAC discussed putting a timeline on retaining the base allocation for MPOs that merge.
- On July 27, 2023 the MPOAC discussed how long to retain the base allocation for MPOs that merge.

Annual Joint Certifications

- All MPOs completed the 2023 Annual MPO FDOT Joint Certification on time.
- Risk Assessment results are as follows:
 - 2022: 1 moderate risk, 2 high risk
 - 2023: 4 moderate risk, 1 high risk
 - Risk assessment focused on MPO invoice processing.
 - Common issues with moderate and high risk MPOs:
 - Invoices submitted more than 90 days after end of invoice period
 - Significant findings in invoices based on [MPO Invoice Review Checklist](#) and [MPO Supporting Documentation Review Checklist](#)

Complete Streets

- How often is the [Complete Streets projects map](#) updated? What are the criteria for the list on the web page?
 - These are a sample of Complete Streets projects from the FDOT Work Program. If the map is static, it may need to be updated.
- The Financial Program Identification (FDIP) number can be used to identify and look up additional detail on projects.
- FDOT is providing an opt-out package by July 1.
- FHWA must determine if FDOT meets the requirements to opt-out by July 24.

Transit Updates

- To ensure better coordination between transit agencies and MPOs, the Transit Office is updating Rule 14-73.001, F.A.C. to require coordination in transit planning and project development between MPOs and Transit Agencies. The update will reflect the statute changes that have already been revised by the Legislature in Section 341.052 (1 & 2), F.S. The Rule change streamlines the Transit Development Plan (TDP) requirements process and provides coordination with MPOs on transit project and development planning. The Rule modification is currently in the review process by the Department's General Counsel's office.
- The [2023 State Transit Strategy](#) is available on the FDOT website. This document provides extensive information on our current transit system and its future.
- The Transit Office will share the proposed Rule and website when available.

FHWA Topics

FHWA provided a summary of recent TMA Certifications.

- FHWA conducted the TMA Certifications for the Florida-Alabama TPO, Lee County MPO, and Space Coast TPO.
- Noteworthy practices include:
 - Florida-Alabama TPO: A new community liaison position that coordinates with the military was established. The MPO partnered with local and regional entities for innovative public involvement.
 - Lee County MPO: The MPO conducted bicycle and pedestrian planning and co-managed activities with local agencies. The MPO is also working to provide on-demand transit services.
 - Space Coast TPO: The MPO conducted an Americans with Disabilities Act (ADA) bus stop assessment. They are also assessing first-mile and last-mile connections between the bus stops and bicycle and pedestrian facilities.
- Recommendations/corrective actions:
 - MPOs need to develop a clear picture of revenues and expenditures to demonstrate fiscal constraint in the first five years of the LRTP.

FHWA provided an update on non-TMA Program Accomplishment Report (PAR) trends.

- FHWA uses a risk mitigation strategy focusing on LRTP fiscal constraint for non-TMAs.
- The report is forthcoming.

FTA Topics

- 5307 and other FTA funds for planning should be programmed in the UPWP.
- Projects in the STIP should include the FTA program, recipient, urban area, descriptive materials, etc.
- Transit Asset Management (TAM) and Public Transportation Agency Safety Plan (PTASP) targets should also be addressed.
- Project Development and Environmental (PD&E) studies using FTA funds should engage the FTA Environmental Protection Specialist.
- Five Florida communities have received Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants, totaling \$31,335,909 in funding.
 - The City of Tallahassee received the largest RAISE grant in the state (\$15 million) to construct a new transit center.

Federal Training Requests

- During certification reviews, FHWA received feedback on the need for training in the following areas:
 - Geospatial tools
 - Peer-to-peer
 - Nondiscrimination
 - Discretionary grant opportunities and grant management
 - MPO 101 training for new directors and staff
- FHWA webinars are available online.
- Allowable expenses:
 - New [2 Code of Federal Regulations \(CFR\) 200 training](#) on Uniform Guidance Requirements from the National Highway Institute is available.
- MPOs would like training on LRTP topics: Congestion Management, Cost Feasible, etc.
- It would be ideal if FDOT could develop a centralized location for all training.

MEETING NOTES DAY 2

MPOAC Update

- MPOAC Staff Director's Advisory Committee:
 - Dave Hutchinson, Chair
 - Austin Mount, Vice Chair
- Governing Board Chair Vanessa Baugh announced her retirement.
- The MPOAC has been improving financial accountability practices and developing new policies and procedures.
- The MPOAC Weekend Institute is starting again. The first one will be in the fall in the panhandle. This training may be opened to new MPO employees in the future.
- The Association of Metropolitan Planning Organizations (AMPO) also created a training institute that MPO staff can attend.
 - This training is more generalized MPO training and not specific to Florida statutes and regulations.

MPO Discussion

The floor was open to MPOs to discuss any topics or concerns they found relevant.

- Carl Mikyska, Pasco County MPO
 - Pasco County MPO has applied for the Safe Streets and Road for All (SS4A) grant.
 - FDOT helped the MPO through the procurement process for its general planning consultants.
 - The MPO appreciates that FDOT attends the MPO's meetings and is always available to help.
 - FDOT participates in the Safety Committee.
 - FDOT is communicative and available to provide project updates.

- The MPO appreciates FDOT’s partnership with the US 19 midblock crossings safety improvement project.
- Peter Buchwald, St. Lucie TPO
 - St. Lucie TPO appreciates the 2050 Revenue Forecast Handbook. It is a great resource and followed a transparent and comprehensive process.
 - The handbook states that inflation rates are not used for federal revenues. The MPO asked if this is compliant with federal regulations. The MPO believes that the Code of Federal Regulations states that revenue estimates must reflect inflation rates.
 - FDOT responded yes, the 2050 Revenue Forecast Handbook complies with federal regulations since revenue is separate from inflation that is related to project costs. For future revenue we utilized growth rates to “grow” state revenues out into the future. The growth rates that were applied to state funds are proxies for economic and population growth which are captured in the future through increased tax revenues. Growth rates were not applied to federal funds since they are dependent on federal/congressional transportation bills and appropriations. That is, federal revenues are not growth based the way state revenues are. Project costs are where inflationary pressure is captured and therefore accounted for within the MPO LRTPs. Inflation factors are included in the 2050 Revenue Forecast Handbook for MPOs to use to convert current year project costs into year of expenditure costs by LRTP time-bands.
- Bob Esposito, Hernando-Citrus MPO
 - Hernando-Citrus MPO greatly appreciates FDOT’s support on the following projects:
 - \$2.3 million was awarded for the US 41 project in Inverness.
 - Traffic signal construction on SR 44.
 - Truck traffic study.
 - Suncoast Parkway construction acceleration.
- Colleen Nicoulin, River to Sea TPO
 - River to Sea TPO appreciates OPP support in developing Apportionment Plans and navigating staff transitions.
 - The MPO feels that District 5 MPO Liaisons have been supportive of the invoicing process and guidance.
 - The MPO appreciates that FDOT has been supportive of MPO projects and offered good communication about priorities and projects.
- Dave Hutchinson, Sarasota-Manatee MPO
 - Sarasota-Manatee MPO appreciates the partnership and collaboration between FDOT OPP, District 1, and FHWA.
 - The MPO thinks that the MPOAC provides great support for MPOs and is a great partner along with FDOT.
- Ann McLaughlin, Collier MPO
 - Collier MPO appreciates that FDOT is helpful and quick to respond.

- The MPO thanked OPP for supporting the PL formula and urban area overlap.
- The MPO appreciates FHWA assistance on safe streets and roads for all SS4A grant agreements.
- The MPO appreciates the cooperation and collaboration between all partners.
- Greg Slay, Capital Region TPA
 - The MPO appreciates that the 2050 Revenue Forecast development process was open and transparent.
- Clark Letter, North FL TPO
 - The MPO's LRTP development is underway. They are using a four-step model for the 2050 update.
 - The MPO thinks that a new LRTP Expectations Letter would be helpful.
 - A new LRTP Expectations Letters should include information from older letters for historical reference.
 - Available resources related to LRTP expectation letters can be found in [FDOT Technical Memo 21-02.](#)
- Valerie Neilson, Palm Beach TPA
 - Palm Beach TPA appreciates that FDOT has been helpful with Vision Zero and Complete Streets policy/resolution development and implementation.
 - The Village of Wellington was awarded the top Complete Streets policy in Florida and the nation.
 - The MPO has received 14-15 discretionary grants totaling about \$100 million.
 - The City of West Palm Beach was awarded an \$8,135,909 RAISE Grant for the construction of various street improvements, including traffic calming measures, bike boulevards, sidewalk/crosswalk enhancements, street lighting, and more.
 - The MPO feels that higher thresholds for UPWP and/or TIP amendments would be helpful.
- Maria Teresita, Miami-Dade TPO
 - The MPO's LRTP and Congestion Management Plan (CMP) updates are underway.
 - The MPO is thankful for District 6's participation in these two efforts.
- Dawn Schwartz, Emerald Coast Regional Council (ECRC)
 - The ECRC appreciates MPO Liaison partners and MPOAC support.

Planning Efforts

Carbon Reduction Strategy (CRS)

- The CRS is a federally required plan. Federal goals for the CRS include:
 - Reducing transportation emissions by reducing single occupancy vehicle trips.
 - Facilitating the use of vehicles or modes of travel that result in lower emissions.
 - Facilitating approaches to construction that result in lower emissions.
- The CRS is consistent with the Florida Transportation Plan's (FTP) goals and strategies (Florida has already been implementing projects and programs to reduce emissions for many years).
- The CRS strategy includes research on trends and conditions, internal and external outreach, developing tools and guidance, and preparing objectives and strategies.
 - Tool example: The LRTP Quick Guide was developed after last year's Federal Planning Findings meeting to support MPOs with the implementation of the CRS.

- CRS Themes have been developed to align with IJJA requirements:
 - Provide safe and convenient transportation options that appeal to consumers.
 - Improve traffic flow to manage congestion and reduce idling.
 - Improve energy efficiency and diversify energy sources.
 - Reduce climate impacts from the construction of transportation facilities.
- Upcoming CRS activities and events:
 - Early July 2023: Two-week draft comment period for MPOs
 - July 26: FMPP
 - July 27: MPOAC meeting
 - September: Two-week public comment period
 - October 25/26: MPOAC meeting
 - November 15: FHWA deadline
- [FDOT's Carbon Reduction Strategy website](#) provides more information.

Resilience

- FDOT recently completed the statewide Resilience Action Plan (RAP) and kicked off the optional federal Resilience Improvement Plan (RIP).
- FDOT leveraged existing efforts and resources to prepare the RAP.
- The [RAP data viewer](#) is now available to the public.
- The RIP effort is currently underway. The RIP will build upon the RAP by:
 - Considering additional hazards and assets not included in the RAP,
 - Coordinating efforts and goals with the Statewide Hazard Mitigation Plan.

Grants

- FDOT's approach to federal discretionary grants includes the following practices:
 - Identifying projects that are competitive and community-centric.
 - Reducing the financial burden on the Work Program.
 - Working to bolster local agency partnership and coordination.
 - Focusing on building statewide capacity to apply for and deliver grants.
- Potential projects for grant applications are identified by districts, executive leadership, and the Work Program team.
- [Florida federal discretionary grant awards dashboard](#) is available online.
- Ongoing internal coordination efforts include:
 - Providing training for District Grant coordinators,
 - Developing fact sheets for each grant program and application,
 - Holding regular multidisciplinary review team meetings,
 - Providing briefings at each Executive Leadership Meeting,
 - The Chief of Staff briefs Secretary Perdue on grant opportunities before submittal to the Executive Office of the Governor.
- SS4A - Wakulla and Jefferson counties are not Local Agency Program (LAP) certified and have identified off-system projects in rural counties.
 - FDOT can coordinate on this topic and follow up. This is occurring in other districts.

- FDOT is developing a framework for managing federal grants and will discuss this topic.

Vulnerable Road Users (VRU) Assessment

- The Forecasting and Trends Office is assisting the Safety Office in completing a data-driven assessment to identify high-risk areas for vulnerable road users.
- FDOT is preparing an online dashboard with three tiers based on the number of crashes from 2017-2021. The dashboard identifies one-mile road segments with the most crashes and overlays those segments with Work Program projects.
- This dashboard will be available in the next few weeks. FDOT will coordinate with the MPOs at FMPP.
 - Some MPOs asked for the methodology behind the development of the one-mile high-crash segments.
- The dashboard does not include truck information. FDOT will look into allowing users to add their own data.

Performance / Performance Data Integration Space (PDIS) / Signal 4

- Signal 4 is the official safety data hub for FDOT. A webinar on using Signal 4 was held on June 7, 2023 for MPOs.
- PDIS is the central hub for performance data, including where MPOs can get more information.
- It was noted that there is a 60-day lag time for updated data to be available on Signal 4.
 - MPOs would like to know if they can have access to data sooner than 60 days.

DBE Compliance

- FDOT is updating the GAP system for MPOs to use to track DBE compliance.
 - The new system is expected to go live in January 2024.
- FDOT has completed the design phase of the update to the GAP System for universal advertisement numbers.
 - Advertisement numbers can now be set up in the EOC System.
- Users can now input multiple Task Work Orders (TWO) with one Financial Management (FM) number in the GAP system.
- The GAP system is now updated for DBE compliance to move back to a digital platform for entering Bidders Opportunity List (BOL) and commitments and payments information.

TIP Schedule

- MPOs are currently finalizing and adopting their TIPs. Districts are reviewing and will recommend approval by July 15, 2023.

GAP Enhancements and MPO Progress Reports

- FDOT is transitioning to the new GAP system from the MPO Document Portal.
- The GAP system will feature updated timing of notifications and updated naming conventions.

- The benefits of GAP enhancements include:
 - a. The GAP system is an external site with a user-friendly workflow; therefore, there will no longer be user firewall issues.
 - b. A detailed user guide for access and workflow processing will be provided.
 - c. A live help desk for assistance and work/access issues will be available.
 - d. Everyone in the document workflow can follow the document status for review and approval.
 - e. The GAP site will use a notification timing system instead of receiving one notification.
 - f. The GAP site has a 10-day clock for review and a 3-day reminder.
 - There is also a notification sent to everyone in the document workflow if a review is past due.
 - g. The GAP site will include automated naming conventions. FDOT will now be able to control naming for consistency with documents that are uploaded.
- MPO Progress Reports
 - a. MPO progress reports have been submitted on time to the MPO Document Portal.
 - b. Expenditure Reports are now provided with progress reports.
 - c. DBE commitment and payment reports are provided with quarterly progress reports for short-term DBE compliance.

Community and Rural Planning

District 3 Regional Rural Transportation Plan Pilot Project

- The District 3 Regional Rural Transportation Plan Pilot Project is funded through FDOT.
- The project will assist with the documentation and prioritization of transportation improvements needed in rural communities not covered by an MPO.
- FDOT has been partnering with the Emerald Coast Regional Council (ECRC) and Apalachee Regional Planning Council (ARPC).
 - a. The ECRC phase has been completed and the APRC phase is about to begin.
- An online GIS mapping application includes all projects identified by the ECRC. This application helps identify projects that could be in the Work Program and helps neighboring communities coordinate projects.
- FDOT and ECRC will implement quarterly engagement activities and update the project list every five years.

Rural Engagement Process

- FDOT is partnering with Florida State University (FSU) to develop best practices for rural engagement.
- FDOT and FSU are working with local governments and interest groups on identifying projects and priorities.
 - a. Desired outcomes: Creation of rural engagement strategies and needs-list development process.
- This collaboration will strongly consider and incorporate equity issues. As such, this project could be coordinated with the Vulnerable Road Users assessment.

Grant Workshops / Regional Information Sessions

- FDOT has used grant workshops and regional information sessions to provide information on grants and planning efforts. FHWA participated in these meetings.
 - a. A kick-off webinar was held and focused on the National Environmental Policy Act (NEPA) requirements, FHWA best practices, and case studies from the City of Tampa and Collier County.
 - b. FDOT conducted regional grant information sessions during late 2022 and early 2023
 - At these sessions, how to apply for and how to deliver federal discretionary grants was discussed.
 - c. These sessions also included information on the RAP and its implications for Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT) grants; CRS approach and future funding opportunities; FHWA's role in the grant process and best practices when applying; requirements and process to be LAP certified; how to meet NEPA requirements; and FTO data resources for grant applications.
- Eight in-person workshops were held around the state. Attendance for each workshop was between 40-80 people.
- Resources shared at the workshops include:
 - a. [The Resource Guide for Local Governments](#), which:
 - Provides guidance to local governments on how to partner with FDOT.
 - Provides an overview of transportation planning and programming.
 - Provides insight on how FDOT can assist with advancing and completing local priority projects.
 - Describes FDOT funding programs and eligible project types.
 - b. [Work Program Public Hearing GIS Application](#)
 - This online web map shows status, phase, and location of projects to help identify and screen projects.
 - c. [Federal Discretionary Grants webpage](#), includes all of the resources mentioned above.
 - d. Benefit-Cost Analysis (BCA) handout for local governments to assist them in developing their own BCAs.
- Future workshops will be refocused on grant management.

Apportionment Plan Template & Guidance

- A webinar was held on June 6, 2023, to roll out the new Apportionment Plan Guidance document and Apportionment Plan Template.
- The template is only a few pages long (designed to be user friendly).
- Apportionment Plan Guidance includes:
 - Apportionment plan schedule
 - Types of changes to membership and boundaries
 - Necessary apportionment plan contents
 - MPA boundary map requirements
 - Options for when an urban area crosses into multiple MPOs
 - Federal and state requirements for MPO membership

UPWP Discussion

FDOT facilitated a group discussion about issues with the level of detail included in UPWPs. Like the activity on day one of this Federal Planning Findings meeting, virtual meeting participants were able to share their comments through Mural, a collaborative online platform that allows users to post comments and offer feedback. On Mural, three “buckets” were shown, each representing an increasing level of UPWP scope detail. Each bucket was paired with an anonymous UPWP example reflecting the level of detail identified in each bucket. The activity is summarized below.

- Bucket 1: UPWP shows a specific activity and who is doing the work.
- Bucket 2: UPWP shows a general activity but there is an unknown (e.g., key tasks, end product, costs, who is doing the work, etc.).
- Bucket 3: MPO does not have a well-defined activity.
- Discussion: Does Bucket 1 include the necessary information?
 - Everyone said yes.
 - Comments from participants who felt Bucket 1 needed more details and information:
 - If milestones were added, this example would be sufficient.
 - The schedule could include more information like key tasks with milestones or end products.
 - Comments from participants who felt Bucket 1 details and information were sufficient (or impractical/unrealistic):
 - Difficult to add specific milestones during the development of UPWP.
 - Identifying specific costs lessens the MPOs negotiating power.
 - This level of detail is a bit unrealistic for a 2-year UPWP and would require frequent amendments to incorporate everything at this level of detail. Even a modification takes a solid amount of paperwork and staff time.
 - Planning activities may not be clear after the first year. Is it possible to streamline amendments and modifications?
 - The specific consultant does not have to be identified.
- Does Bucket 2 include the necessary information?
 - Everyone but one person said no.
 - Comments include:
 - The end product is very general. The deliverable could be more specific.
 - The task needs a description.
 - More detail on how the \$50,000 is being spent is needed. The task should describe how the funds are being spent.
- Does Bucket 3 include the necessary information?
 - Everyone said no.
 - Comments include:
 - Oftentimes MPOs know they will have funds but not necessarily how they will be used further out into the future.
 - MPOs know they will have to do a UPWP amendment for certain activities once more detail and information are available and therefore UPWP activities are intentionally left somewhat vague.
 - MPOs should state in their UPWP that an amendment will be needed for the work to be approved.

- For General Planning Consultant (GPC) work and miscellaneous support, MPOs should still generally identify the type of activities and deliverables expected.
- On-demand services require nimble action. It can be difficult to provide the expected level of detail while still maintaining the flexibility to address unknown or unforeseen issues.

Partner Outreach, Coordination & Training

- FDOT will submit a letter on progress for the 2022 recommendations and the Complete Streets report and will provide the slides from this meeting.

ACTION ITEMS:

1. OPP items:

- a. 2022 Recommendation 1a: Follow up with FHWA on coordinating who specifies the amount of SU funds for the initial UPWPs.
- b. 2022 Recommendation 1b: Coordinate with MPOs to address Complete Streets requirements in the UPWP.
- c. Share OIG risk rankings.
- d. Strengthen communication during the programming of TMA funds.
- e. Share edits to Rule 14-73.001, F.A.C. to require coordination in transit planning and project development between MPOs and Transit Agencies and the State Transit Strategy.
- f. Provide training materials in a centralized location.
- g. Follow up on growth factors and inflation rates used in the revenue forecast.
- h. Address how to handle off-system projects in rural/non-LAP certified areas in the framework being developed for managing federal discretionary grants.
- i. Clarify if Signal 4 data can be accessed sooner than 60 days.
- j. Share the methodology behind developing one-mile high-crash segments in Vulnerable Road Users Assessment.
- k. Look into allowing users to add their data to the VRU dashboard.
- l. Provide training on the new GAP system.
- m. Consider coordinating rural engagement and VRU assessment.
- n. Continue to explore the topic related to the level of detail in UPWPs.
- o. Post meeting materials online.

2. FHWA/FTA items:

- a. Share the non-TMA PAR Report.
- b. Share available training opportunities.
- c. Provide new LRTP expectations letter.

Appendix C – Meeting Attendees

Wednesday, June 28, 2023

Attendee Name	Organization
Parag Agrawal	Polk TPO
Pamela Angelo	Federal Highway Administration
Brian Austin	FDOT District 2
Chris Bratton	Office of Work Program and Budget
Achaia Brown	FDOT District 2
Ryan Brown	Sarasota Manatee MPO
Karen Brunelle	Federal Highway Administration
Bryan Caletka	Broward MPO
Jennifer Carver	Office of Policy Planning
Regina Colson	Forecasting and Trends Office
Melissa Corbett	Office of Policy Planning
Norma Corredor	Broward MPO
John Crocker	Federal Transit Administration
Renee Cross	Broward MPO
Romero Dill	Office of Policy Planning
Yi Ding	St. Lucie TPO
Mary Elwin	Hernando/Citrus MPO
Yessenia Encarnacion	FDOT District 5
Michael Escalante	Gainesville MTPO
Bob Esposito	Hernando/Citrus MPO
Macy Falcon	Kimley-Horn
Christine Fasiska	FDOT District 4
Chelsea Favero	Forward Pinellas
Siaosi Fine	Florida's Turnpike Enterprise
Jennifer Fortunas	Office of Policy Planning
Nathan George	Palm Beach TPA
Georganna Gillette	Space Coast TPO
Lori Greene	FDOT District 1
Leo Hampton	Office of Policy Planning
Stephan Harris	River to Sea TPO
Rakinya Hinson	FDOT District 5
Lora Hollingsworth	Safety Office
Dave Hutchinson	Sarasota Manatee MPO
Jerry Jackson	FDOT District 6
Cathy Kendall	Federal Highway Administration
Scott Koons	Gainesville MTPO
Gary Kramer	Emerald Coast Regional Council
Clark Letter	North Florida TPO
Laura Lockwood-Herscher	FDOT District 5

Attendee Name	Organization
David Machado	Sarasota Manatee MPO
Becky Marsey	Forecasting and Trends Office
Sean McAuliffe	Office of Work Program and Budget
Mike McDaniel	Heartland Regional TPO
Anne McLaughlin	Collier MPO
Jessica Mobley	Office of Inspector General
Suzanne Monk	FDOT District 7
Melissa Murray	Palm Beach TPA
Ben Naselius	Office of Policy Planning
Mike Neidhart	Office of Policy Planning
Valerie Neilson	Palm Beach TPA
Harrison Nichols	Kimley-Horn
Colleen Nicoulin	River to Sea TPO
Jill Nobles	Emerald Coast Regional Council
Ryan Nuckols	Kimley-Horn
Jean Parlow	Federal Highway Administration
Bryant Paulk	FDOT District 3
Victoria Peters	FDOT District 1
Mark Reichert	MPOAC
Courtney Roberts	Federal Transit Administration
Zainab Salim	Miami-Dade TPO
Jonathan Scarfe	FDOT District 5
Dawn Schwartz	Emerald Coast Regional Council
Jerry Scott	Transportation Data and Analytics
Jennifer Shipley	FDOT District 5
Marybeth Soderstrom	Heartland Regional TPO
Alison Stettner	Florida's Turnpike Enterprise
Jill Strickler	Emerald Coast Regional Council
Joe Sullivan	Federal Highway Administration
Franchesca Taylor	Miami-Dade TPO
Marsha Taylor	FDOT District 4
Curlene Thomas	Federal Highway Administration
Erika Thompson	Federal Highway Administration
Alex Trauger	MetroPlan Orlando
Ricardo Vazquez	Martin MPO
Maria Vilches	Miami-Dade TPO
Kevin Walford	Miami-Dade TPO
Mary Beth Washnock	Emerald Coast Regional Council
Terry Watson	Equal Opportunity Office
Brian Watts	Office of Policy Planning
Chris Wiglesworth	Transit Office
Allison Yeh	Hillsborough TPO

Meeting Attendees:**Thursday, June 29, 2023**

Attendee Name	Organization
Pamela Barr	FDOT District 1
Achaia Brown	FDOT District 2
James Brown Jr	Florida's Turnpike Enterprise
Karen Brunelle	Federal Highway Administration
Peter Buchwald	St. Lucie TPO
Laura Carter	Space Coast TPO
Jennifer Carver	Office of Policy Planning
Regina Colson	Forecasting and Trends Office
Melissa Corbett	Office of Policy Planning
John Crocker	Federal Transit Administration
Romero Dill	Office of Policy Planning
Mary Elwin	Hernando/Citrus MPO
Yessenia Encarnacion	FDOT District 5
Michael Escalante	Gainesville MTPO
Bob Esposito	Hernando/Citrus MPO
Macy Falcon	Kimley-Horn
Chelsea Favero	Forward Pinellas
Scott Ferry	Pasco County MPO
Jennifer Fortunas	Office of Policy Planning
Nathan George	Palm Beach TPA
Carlos Gonzalez	Federal Highway Administration
Tania Gorman	Pasco County MPO
Donna Green	FDOT District 3
D'Juan Harris	Charlotte County-Punta Gorda MPO
Stephan Harris	River to Sea TPO
Alaura Hart	Palm Beach TPA
Rakinya Hinson	FDOT District 5
Lora Hollingsworth	Safety Office
Dave Hutchinson	Sarasota Manatee MPO
Jerry Jackson	FDOT District 6
Maria Jaimes	FDOT District 4
Cathy Kendall	Federal Highway Administration
Sean Kingston	Collier MPO
Scott Koons	Gainesville MTPO
John Koors	Pasco County MPO
Gary Kramer	Emerald Coast Regional Council
Victoria Kutney	FDOT District 2
Aries Little	Federal Transit Administration
Laura Lockwood-Herscher	FDOT District 5
David Machado	Sarasota Manatee MPO

Attendee Name	Organization
Becky Marsey	Forecasting and Trends Office
Lucine Martens	Martin MPO
Mike McDaniel	Heartland Regional TPO
Anne McLaughlin	Collier MPO
Carl Mikyska	Pasco County MPO
Suzanna Monk	FDOT District 7
Melissa Murray	Palm Beach TPA
Ben Naselius	Office of Policy Planning
Mike Neidhart	Office of Policy Planning
Valerie Neilson	Palm Beach TPA
Harrison Nichols	Kimley-Horn
Colleen Nicoulin	River to Sea TPO
Jill Nobles	Emerald Coast Regional Council
Tony Norat	FDOT District 4
Ryan Nuckols	Kimley-Horn
Brandon Oliver	Federal Transit Administration
Jean Parlow	Federal Highway Administration
Bryant Paulk	FDOT District 3
Edith Perez	FDOT District 1
Victoria Peters	FDOT District 1
Mark Reichert	MPOAC
Elizabeth Rockwell	Miami-Dade TPO
Zainab Salim	Miami-Dade TPO
Jonathan Scarfe	FDOT District 5
Billy Schmidt	FDOT District 7
Dawn Schwartz	Emerald Coast Regional Council
Huiwei Shen	Office of Chief Planner
Betty-Ann Sherer	Charlotte County-Punta Gorda MPO
Jennifer Shipley	FDOT District 5
Amber Simmons	Hillsborough TPO
Greg Slay	Capital Region TPA
Alison Stettner	Florida's Turnpike Enterprise
Joe Sullivan	Federal Highway Administration
Franchesca Taylor	Miami-Dade TPO
Marsha Taylor	FDOT District 4
Curlene Thomas	Federal Highway Administration
Erika Thompson	Federal Highway Administration
Alex Trauger	MetroPlan Orlando
Kevin Walford	Miami-Dade TPO
Terry Watson	Equal Opportunity Office
Aviance Webb	Federal Transit Administration



Federal Highway Administration

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September 29, 2023

Mr. Jared W. Perdue, P.E.,
Secretary of Transportation
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

Subject: Approval of Fiscal Year (FY) 2023/24-2026/27 Statewide Transportation Improvement Program (STIP) and Statewide Planning Finding

Dear Secretary Perdue:

The following is in response to the Florida Department of Transportation's (FDOT) August 14, 2023, request for approval of Florida's FY 2023/24-2026/27 STIP, and transmittal of the FY 2023/24-2026/27 Transportation Improvement Programs (TIP) for Florida's 27 Metropolitan Planning Organizations (MPO) for our review, which includes the approval for the MPO TIPs and the certification of the state planning process. Our various metropolitan and statewide planning process findings and actions are summarized below:

- 1. Metropolitan Transportation Planning Processes and TIPs:** Based upon our review of the annual "self-certification" statements jointly developed between each of the MPOs, the Department, and our joint certification reviews of Transportation Management Areas (TMA) during 2022, we hereby determine that the FY 2023/24-2026/27 TIPs developed and adopted by Florida's 27 MPOs are based on a continuing, cooperative, and comprehensive planning process. We also hereby conclude that the content and elements of each of the TIPs generally satisfy the requirements of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR Part 450 (Subpart C), and 49 CFR Part 613 (Subpart C).
- 2. Statewide Transportation Planning Process and the STIP:** 23 U.S.C. 135(f)(4) and 23 CFR 450.218 require that the Federal Highway Administration/Federal Transit Administration (FHWA/FTA) approval of the STIP include a finding that the process from which the STIP was developed is consistent with the provisions of 23 U.S.C. 134 and 135 and 49 U.S.C. 5303 – 5305. This "annual assessment" of various aspects of the statewide transportation planning process has been a key source of information in supporting this FHWA/FTA statewide planning finding.

On June 28-29, 2023, a meeting was conducted with various members of your staff to discuss Florida's statewide transportation planning process. Enclosed for your reference and information is a copy of the summary report that concludes that the statewide transportation planning process largely satisfies the above requirements. We recognized 4 noteworthy practices and offered 5 recommendations for FDOT's consideration to improve the program.

In summary, our review of the STIP, TIPs, and supporting documentation concludes that the FY 2023/24-2026/27 STIP substantially meets the process and content requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303 - 5305, 23 CFR Part 450 (Subparts B and C), and 49 CFR Part 613 (Subparts B and C), including the provisions on public involvement and fiscal constraint. Therefore, on behalf of both agencies (FHWA/FTA), Florida's FY 2023/24-2026/27 STIP is hereby approved.

We look forward to continuing our coordination with FDOT, the MPOs, the local/ regional transit service providers, and Florida's other transportation stakeholders in further implementing the various transportation planning and environmental provisions in federal law.

If you have any questions, please do not hesitate to contact Ms. Karen Brunelle at karen.brunelle@dot.gov or (850) 553-2218 or Ms. Courtney Roberts at courtney.roberts@dot.gov or (404) 865-5478.

Sincerely,

Jamie Christian

Jamie Christian, P.E.
Division Administrator
Federal Highway Administration

Yvette G. Taylor

Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

Enclosure: Annual Statewide Assessment Report (sent electronically only)

cc:

Ms. Leda Kelly, FDOT
Ms. Lisa Saliba, FDOT
Ms. Kim Holland, FDOT
Ms. Huiwei Shen, FDOT
Ms. Jennifer Fortunas, FDOT
Mr. Sean McAuliffe, FDOT
Mr. Mike Neidhart, FDOT
Mr. Mark Reichert, MPOAC
Mr. L.K. Nandam, FDOT (District 1)
Mr. Greg Evans, FDOT (District 2)
Mr. Phillip Gainer, FDOT (District 3)
Mr. Steven Braun, FDOT (District 4)
Mr. John E. Tyler, FDOT (District 5)
Ms. Stacy Miller, FDOT (District 6)
Mr. David Gwynn, FDOT (District 7)
Ms. Nicola Liquori, Florida's Turnpike Enterprise

Ms. Karen Brunelle, Florida Division, (FHWA)

Ms. Cathy Kendall, Florida Division, (FHWA)

Ms. Curlene Thomas Florida Division (FHWA)

Mr. Robert Sachnin, Region Four, FTA

Ms. Courtney Roberts, Region Four, FTA

FY23 Program Accountability Results (PAR) Review

Florida Non-TMA MPOs

Fiscal Constraint of the Long-Range Transportation Plans

September 2023

PAR Overview

For Fiscal Year (FY) 2023, the Florida Division Planning staff conducted (3) Program Accountability Results (PAR) reviews on three of the State's non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews is to assess fiscal constraint of the Long-Range Transportation Plans (LRTPs) and determine their compliance with [23 CFR 450.324](#). This review was conducted as a risk response mitigation strategy to address the Division's 6th risk statement for FY21, namely that if MPOs do not include all regionally significant projects within an LRTP, then LRTPs will not be fiscally constrained, and projects may be advanced that do not come from the MPO planning process. This year's review effort continues the assessment of all nine non-TMA MPOs in Florida conducted over a three-year period. The non-TMA MPOs selected for review this FY were: Gainesville; Heartland; and Charlotte-County Punta Gorda MPO.

To initiate the PARs, the Division utilized the fiscal constraint-related questions from the internally developed "2019 LRTP Checklist with 2018 Expectations Letter" to create the PAR LRTP Fiscal Constraint Checklist questions. The Planners reviewed the subject MPO's current LRTPs to answer each of the questions. The checklist questions will then be modified as needed and used to assess the remaining non-TMA MPOs.

All answers in the current review were documented and evaluated for trend analysis. This document summarizes the FY23 PAR reviews with respect to 15 specific planning questions on LRTP fiscal constraint. The responses provided below are kept with the PAR data in the Division files.

PAR Questions and Observations

In partnership with FDOT and the MPOs, the FHWA Florida Division and Federal Transit Administration developed a set of strategies to provide clarification of some of the requirements to be addressed in the next cycle of LRTP updates. The regulations describe the basic requirements that need to be met for the LRTPs and metropolitan transportation planning process. However, federal stewardship observations noted misunderstanding of the regulations and the strategies were presented to help clarify some of those requirements. These strategies are referred to as the “Expectations Letter”. FHWA and FTA sent a Planning Expectations Letter to FDOT and the MPOs in 2008, 2012, and most recently in 2018 to focus attention on specific regulatory planning requirements and increase compliance. In 2019, the FHWA Division Planning Team updated our LRTP review checklist, to include the 2018 Expectations Letter clarifications to the standard regulatory requirements. Division Planners use this LRTP Checklist during TMA certification reviews to assess MPO compliance with LRTP regulatory requirements. The 2023 PAR checklist questions are the fiscal constraint-related questions from the 2019 LRTP Checklist. The fiscal constraint questions address topics such as the timeframe of the LRTP, whether all projects and funding for the planning timeframe are identified, and whether a cost estimate and funding source for each project phase is identified.

A. Areas of Compliance Found in the 2023 PAR Review

There were eight (8) questions in which all three MPOs reviewed were found to comply. Requirements in which all MPOs were compliant include:

- PL1 - Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)
- PL3 - Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)
- PL9 - The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)
- PL10 - Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)
- PL11 - For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)

- PL13 - Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)
- PL15 - For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. 23 CFR 450.324(f)(11)(vii)
- PL16 - Does the plan include pedestrian walkway and bicycle transportation facilities in accordance with 23 USC 217(g)? 23 CFR 450.324(f)(12)

The review team determined two of the questions (PL14 and PL17) to not be applicable to the MPOs since none used cost ranges or boxed funds in their LRTPs. This narrowed the questions from 17 to 15.

B. Areas of Frequent Non-Compliance Found in the 2023 PAR Review

There was one fiscal constraint requirement missed by two of the three MPOs. This question is provided below:

- PL7 - Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)

PL7 was missed because the MPOs did not identify operations and maintenance activities. Gainesville, for example, provided the district-level state revenues used for operations and maintenance activities, but not local revenues. No estimated project costs for operations and maintenance activities were identified for Charlotte-County Punta Gorda MPO.

C. Areas of Occasional Non-Compliance Found in the 2023 PAR Review

There were six requirements missed by one of the three MPOs as follows:

- PL2 - Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)
- PL4 – For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)
- PL5 - Do the project phases include Preliminary Engineering, ROW and Construction in the CFP if fully funded or in the Needs/Illustrative list (or other informational part of the LRTP) if not fully funded. 23 CFR 450.324(f)(9)
- PL6 – A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)

- PL8 - Were the estimates of available revenues developed cooperatively by the MPO, the State and Public Transportation Operators? Do the estimates include all reasonably expected resources from both public and private sources? 23 CFR 450.324(f)(11)(ii)
- PL12 - Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)

The missed requirements identified above relate to the following:

- Not including the projects outside the metro area, SIS projects, and non-state and non-federal projects in the Cost Feasible tables to show phases by time band and funding. (Gainesville)
- Costs by project phase for projects beyond the first time band. (Gainesville)
- The Cost Feasible LRTP did not include the phases for all projects. (Gainesville)
- Projects in the CFP are not identified by phase in each planning timeframe. Some projects (like I-75 mentioned in the narrative) are not included in the tables. There is no comparison of the time bands of revenues to the time bands of cost for all projects to ensure fiscal constraint. (Gainesville)
- MPOs did not always develop revenues cooperatively, including all reasonably expected resources from public (including local) and private sources. (Gainesville)
MPO did not take into account all projects and strategies proposed for funding with local and private sources. (Gainesville)

D. Florida Division Recommendations Based on Compliance Observations

Based on the findings of this 2023 PAR Review, FHWA recommends the following areas for additional emphasis as LRTPs are being developed or amended. **FHWA requests FDOT provide a status report of these recommendations before November 3, 2023.**

Recommendation 1: FHWA recommends Gainesville MPO address the following areas for fiscal constraint transparency in their LRTP:

1.a. Based on PL2 (Project Funding): The LRTP needs to show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year, per 23 CFR 450.324(a). Gainesville MPO must ensure that their updated LRTP includes all projects (local, FDOT and federal) and funding for the entire planning timeframe.

1.b. Based on PL4 (Cost Feasible Plan): An estimate of the cost and source of funding for each phase of the project being funded must be shown for projects included in the cost feasible plan, per 23 CFR 450.324(f)(9). Gainesville MPO must ensure that the LRTP update includes this information for all time bands.

1.c. Based on PL5 (Project Phases) and PL 15 (Illustrative Projects): The LRTP project phases must include Preliminary Engineering, ROW and Construction in the CFP if fully funded or in the Needs/Illustrative list (or other informational part of the LRTP) if not fully funded, per 23 CFR 450.324(f)(9) and 23 CFR 450.324(f)(11)(vii). For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. Gainesville MPO must ensure that their next LRTP identifies the various phases of each project according to the time band of anticipated implementation.

1.d. Based on PL6 (Financial Plan): LRTPs must include a financial plan that demonstrates how the adopted transportation plan can be implemented, per 23 CFR 450.324(f)(11). The Gainesville MPO must ensure that the updated LRTP includes a financial plan that compares costs by phase and by time band with the associated revenues for that time band to demonstrate fiscal constraint. Please see the FDOT Technical Advisory for examples.

1.e. Based on PL7 (Financial Analysis/Fiscal Constraint): The LRTP financial analysis/fiscal constraint documentation must demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects, per 23 CFR 450.324(f)(11)(i). Gainesville MPO must ensure that their LRTP update includes locally funded operations and maintenance activities and costs.

1.f. Based on PL8 (Revenue Estimates): The revenue estimates must include all reasonably expected resources from both public and private sources, 23 CFR 450.324(f)(11)(ii). Gainesville MPO must ensure that their LRTP update includes all reasonably expected revenue sources, including public funds for operations and maintenance and transit fares, and private sources.

1.g. Based on PL12 (Financial Plan): The financial plan must take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources, per 23 CFR 450.324(f)(11)(iv). Gainesville MPO must ensure that the LRTP update include all projects and strategies proposed for funding, including federal, state, local funds.

Recommendation 2: FHWA recommends Charlotte-County Punta Gorda MPO address the following areas for fiscal constraint transparency in their LRTP:

Based on PL7 (Financial Analysis/Fiscal Constraint): The LRTP financial analysis/fiscal constraint documentation must demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects, per 23 CFR 450.324(f)(11)(i). Charlotte-County Punta Gorda MPO must ensure that their LRTP update identifies how operations and maintenance activities are funded in the LRTP.

PAR Checklists

The focus of the targeted review this performance year was on the non-TMA MPO fiscal constraint of LRTPs. We used 15 Division specific planning questions to conduct the reviews. Use of the comment section by the Planning Team during the review process was emphasized and encouraged to help explain the specific reasons for compliance and noncompliance. The quality control/quality assurance step relied heavily on the comment section to understand the reason for the determination, and in some situations, adjusted responses for consistency. Any changes were also justified in the comment section to provide consistency in the review, and to explain reasons for compliance and noncompliance determinations. This effort ensures that the Team Leader reviews the checklists for recording errors, working with the appropriate Planner to revise and/or clarify the recorded entries as needed, prior to the responses being collated for this report.

The checklist was an effective tool for capturing key information and documenting results of the review.

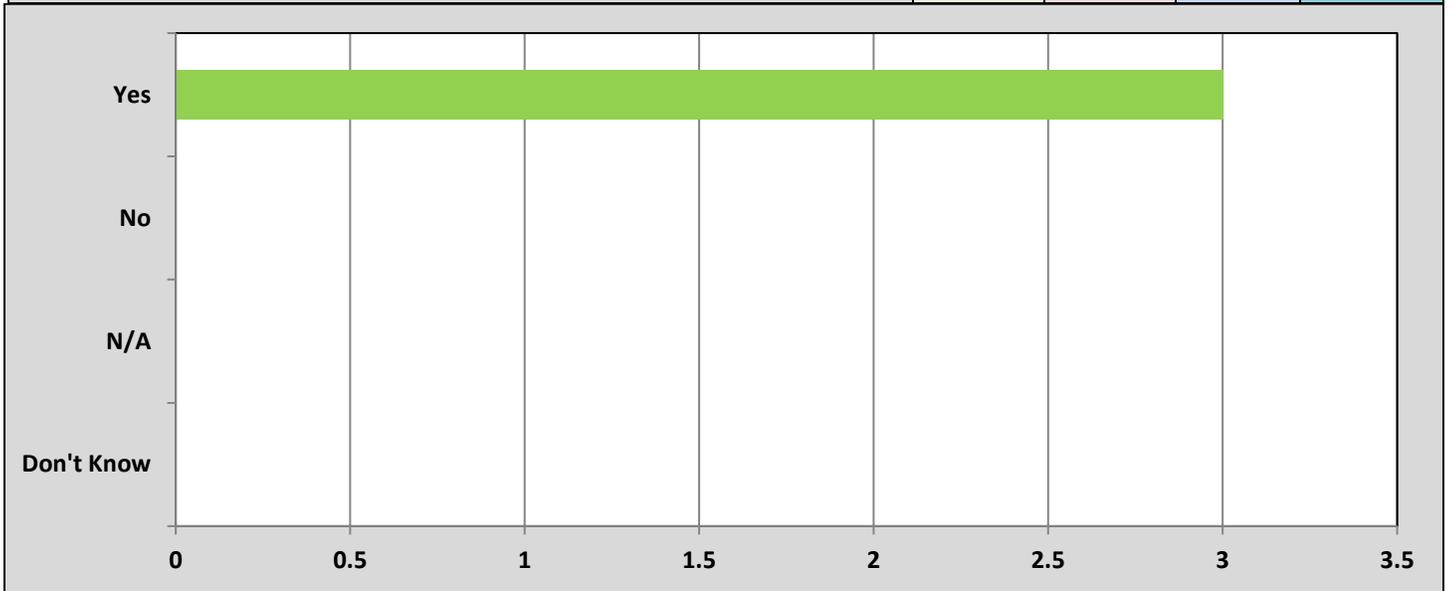
Conclusion

FY23 was the second year of a three-year effort to focus on the fiscal constraint of LRTPs for the nine non-TMA MPOs. The review was based on LRTP fiscal constraint being a top risk area during the Florida Division's Program and Risk Assessment processes. The PAR reviews largely indicate that the three MPOs reviewed substantially meet the fiscal constraint requirements in [23 CFR Part 450.324](#). For the requirements in which we found noncompliance, two recommendations have been provided. The FHWA Planning Team will work with the FTA, FDOT Central office, District Liaisons and MPOs to implement these recommendations during LRTP updates and amendments. The Planning Team will also take advantage of other outreach opportunities to discuss these requirements and provide examples to MPOs of how these requirements can be implemented. FHWA will provide this report to FTA, FDOT and the MPOs to make them aware of common areas of concern and to encourage use of the recommendations provided herein.

PAR reviews are an effective tool to complete a quick and focused review of various program elements. The last of the three non-TMA MPOs will be reviewed as part of the FY24 PARs. Results from each of the reviews will be incorporated in the Division's subsequent Program and Risk Assessment processes and the annual Statewide Planning Finding.

PLANNING PAR QUESTIONS/RESPONSE

PL1. Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL1:

- *p. TR7-52 says 2019/20-2044/45*
- *The 1st five years of projects are in CFP for Roadway projects and for Bike/Ped Master Plan*

Examples of Remarks for ‘No’ Response to Question PL1:

There is not a “No” response.

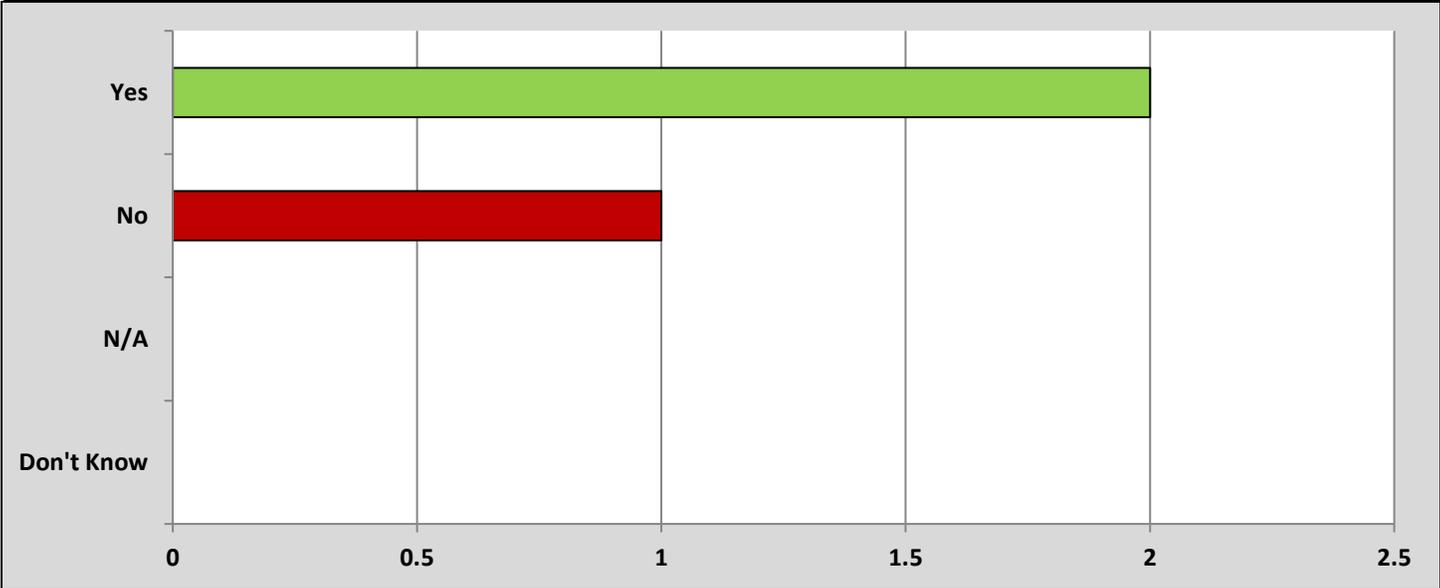
Examples of Remarks for ‘N/A’ Response to Question PL1:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL1:

There is not a “Don’t Know” response for this question.

PL2. Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL2:

- *Includes first five years. Projects are listed in bands: 2021-2025; 2026-2030; 2031-2035; 2036-2045*

Examples of Remarks for ‘No’ Response to Question PL2:

- *Though the narrative on p. TR7-26 says there are 13 projects funded with state and federal revenues, the tables listing the projects do not include 13 projects. The SIS projects are not included in the tables, for example. The tables also do not seem to have projects or groups of projects for things like bridge replacement.*

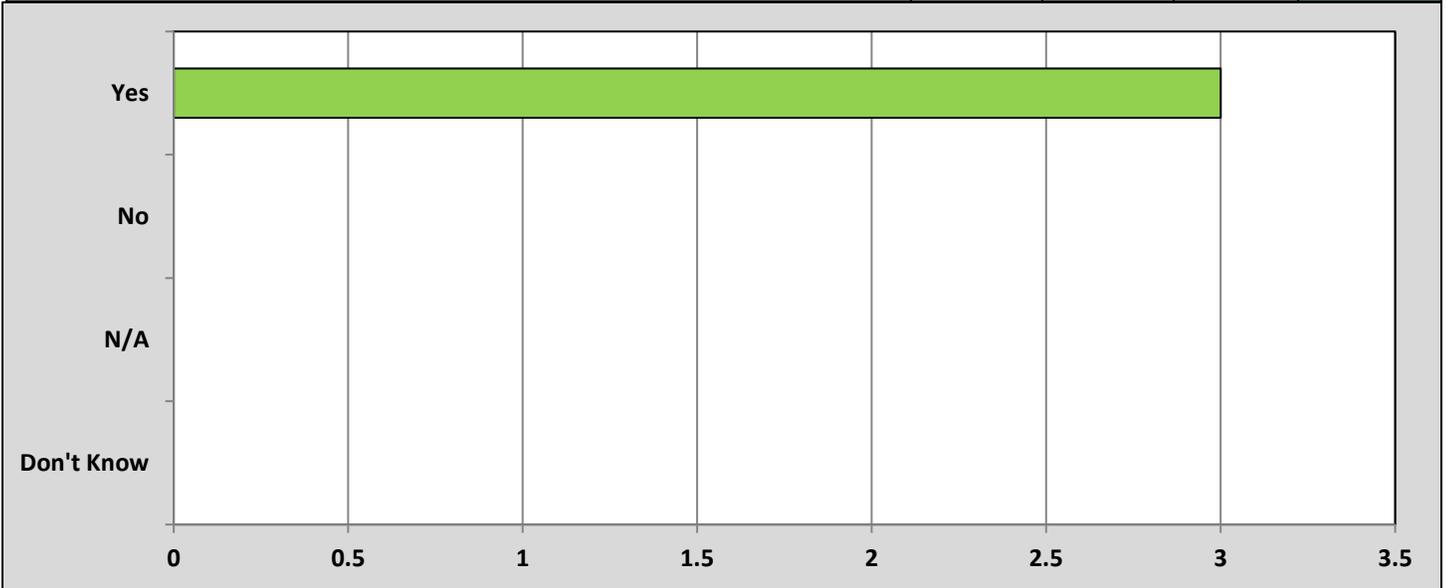
Examples of Remarks for ‘N/A’ Response to Question PL2:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL2:

There is not a “Don’t Know” response for this question.

PL3. Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL3:

- *Separate description for each project.*

Examples of Remarks for 'No' Response to Question PL3:

There is not a "No" response for this question.

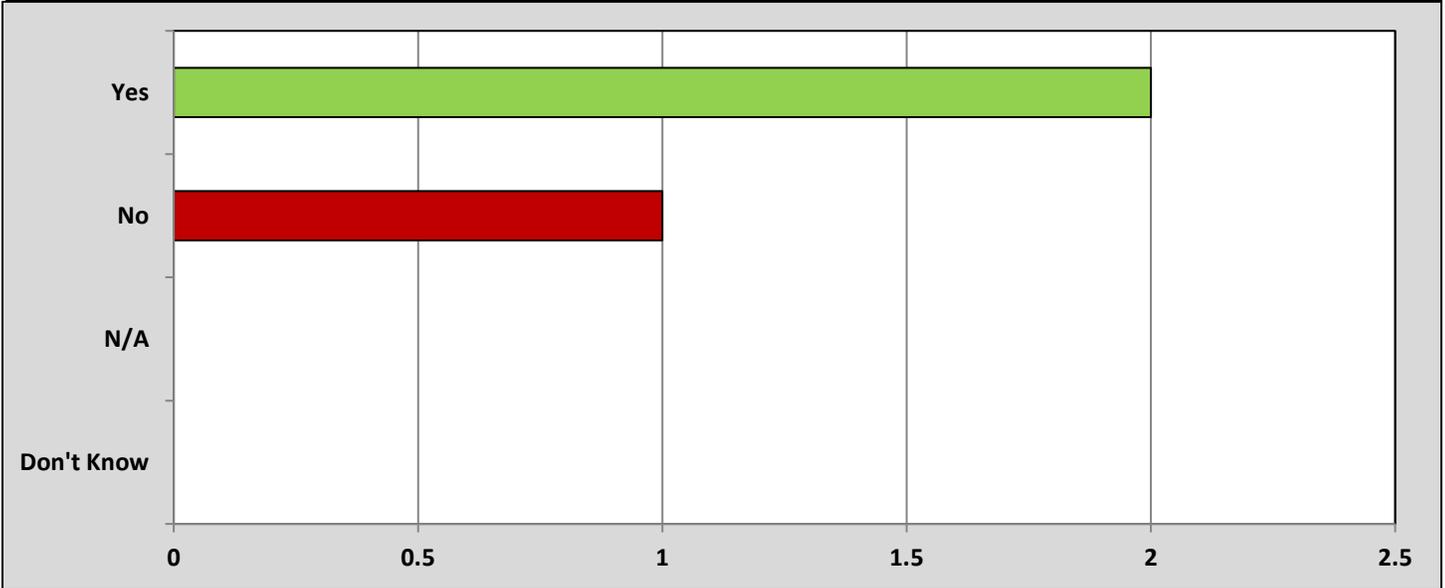
Examples of Remarks for 'N/A' Response to Question PL3:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL3:

There is not a "Don't Know" response for this question.

PL4. For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL4:

- *Yes, Table 8-6*

Examples of Remarks for 'No' Response to Question PL4:

- *Costs by phase for the 9 projects are shown in Table 9, p. TR7-20, but these are only the TIP projects, per the narrative on page TR7-25.*

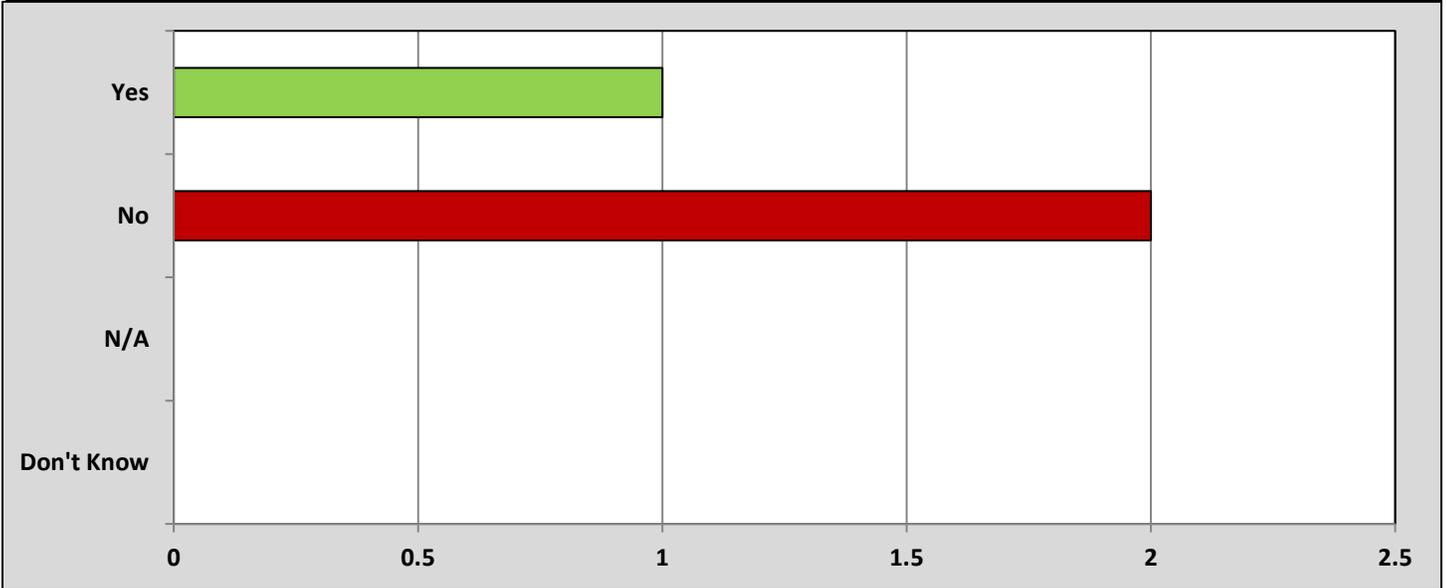
Examples of Remarks for 'N/A' Response to Question PL4:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL4:

There is not a "Don't Know" response for this question.

PL5. Do the project phases include Preliminary Engineering, ROW and Construction in the CFP if fully funded or in the Needs/Illustrative list (or other informational part of the LRTP) if not fully funded. 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL5:

- *Construction funded for all projects in CFP.*

Examples of Remarks for 'No' Response to Question PL5:

- *There are a few "open ended" projects, w/o CST.*

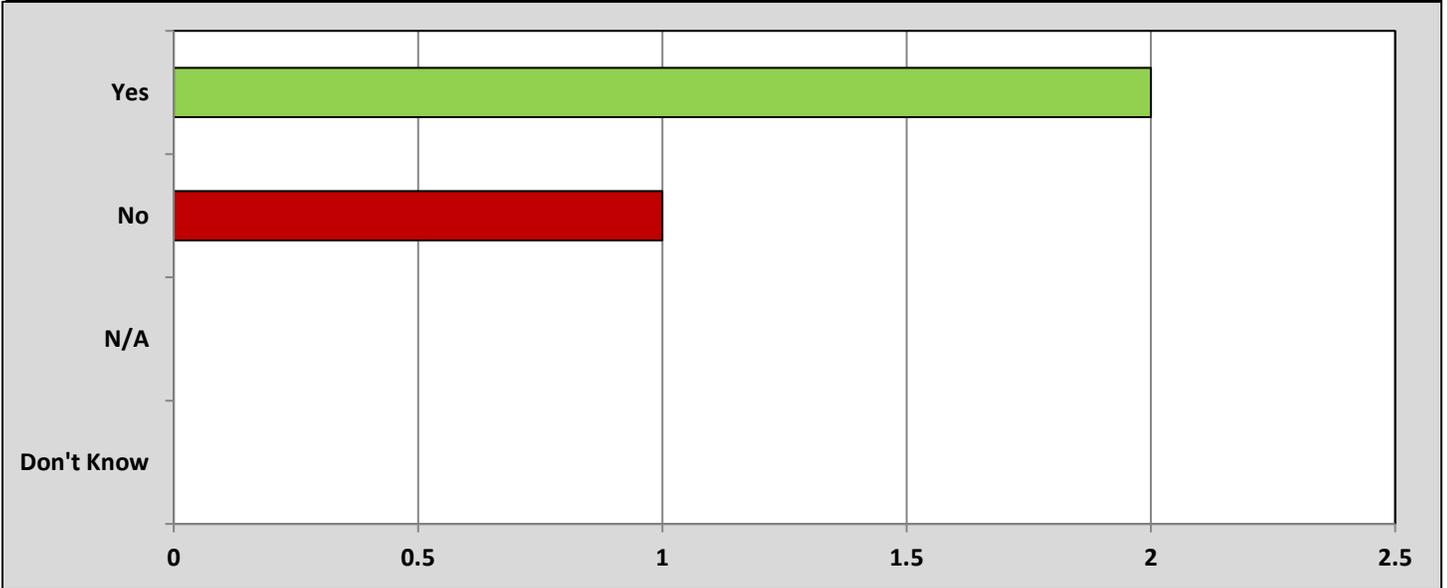
Examples of Remarks for 'N/A' Response to Question PL5:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL5:

There is not a "Don't Know" response for this question.

PL6. A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL6:

- Revenue includes a variety of funding Programs and Sources, including: SIS TRIP Funds Local Option taxes Transit Revenues, Fuel Taxes to Local Governments. (LRTP Pg. 8-4) - Revenue - 8-4 to 8-4. Revenue: \$1,439.11 (\$Millions). Various costs provided for Roadway, Transit and Bike/Ped... No total

Examples of Remarks for ‘No’ Response to Question PL6:

- Projects in the CFP are not identified by phase in each planning timeframe. Some projects (like I-75 mentioned in the narrative) are not included in the tables. There is no comparison of the time bands of revenues to the time bands of cost for all projects to ensure fiscal constraint.

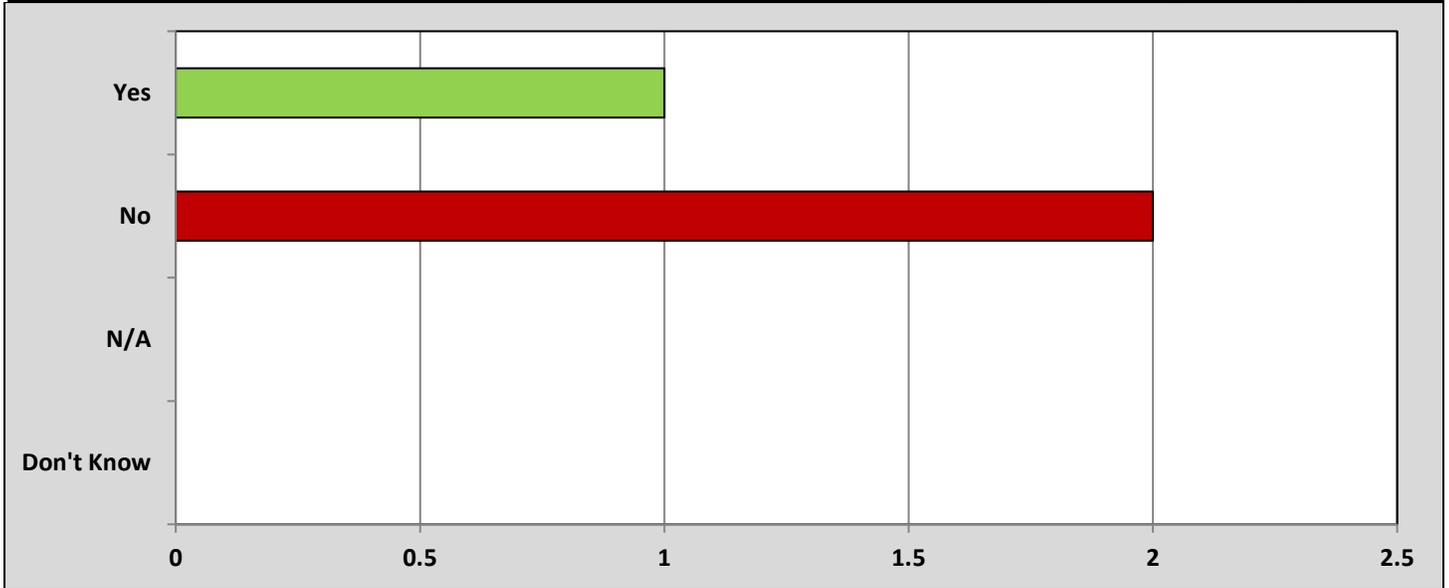
Examples of Remarks for ‘N/A’ Response to Question PL6:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL6:

There is not a “Don’t Know” response for this question.

PL7. Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)	Yes	No	N/A	Don't Know
	1	2	0	0
	33%	67%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL7:

- No explanation provided in response.

Examples of Remarks for ‘No’ Response to Question PL7:

- *Table 7 shows estimated District level revenues for O&M. The narrative says local O&M revenues are budgeted annually, and therefore not provided. Costs for O&M projects are not shown in the Plan, which may make planning consistency for O&M type projects difficult to determine.*
- *O&M funding is not discussed. O&M is not discussed in the narrative.*

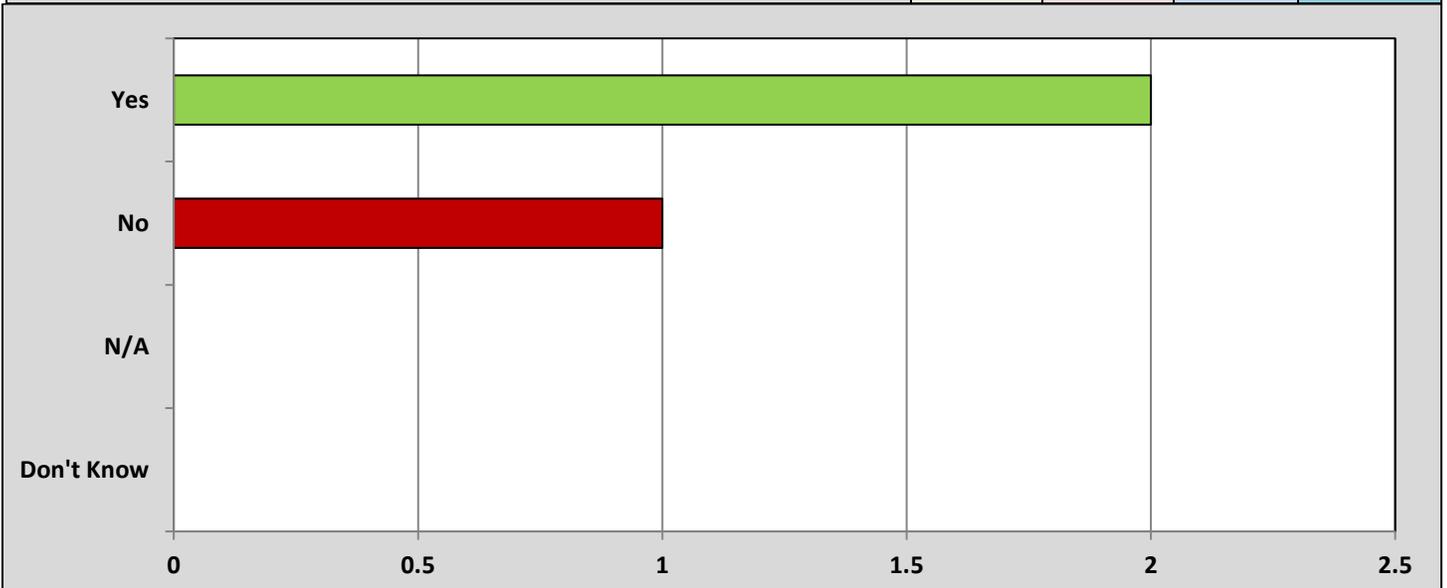
Examples of Remarks for ‘N/A’ Response to Question PL7:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL7:

There is not a “Don’t Know” response for this question.

PL8. Were the estimates of available revenues developed cooperatively by the MPO, the State and Public Transportation Operators? Do the estimates include all reasonably expected resources from both public and private sources? 23 CFR 450.324(f)(11)(ii)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL8:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL8:

- *State revenues are included. Local revenue sources for O&M not included. No transit revenue from transit operator.*
- *From p. 10.1 of the MPO Cost Feasible Plan:
Local revenues are not accounted for in the revenue forecast and therefore are not included in this LRTP since the transportation needs identified in this plan are focused on the regional roadway network and there are no reliable reoccurring local revenues to support capacity improvements.*

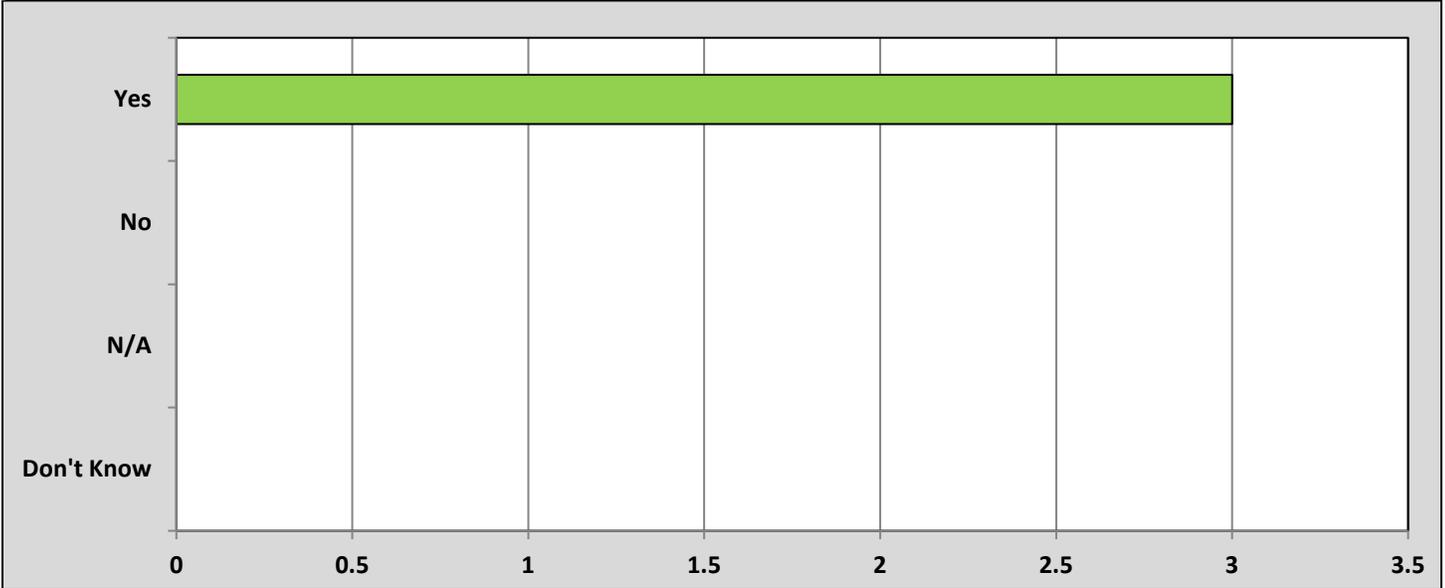
Examples of Remarks for 'N/A' Response to Question PL8:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL8:

There is not a "Don't Know" response for this question.

PL9. The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL9:

- *One of the projects is I-75 managed lanes, so this is a financing strategy. They also use developer funded projects.*
- *In 2020, voters in Charlotte County approved the fifth extension of a one-penny Local Government Infrastructure Surtax. In addition, Table 8 Revenue includes a variety of funding Programs and Sources, including: SIS TRIP Funds Local Option taxes Transit Revenues, Fuel Taxes to Local Governments.*

Examples of Remarks for ‘No’ Response to Question PL9:

There is not a “No” response for this question.

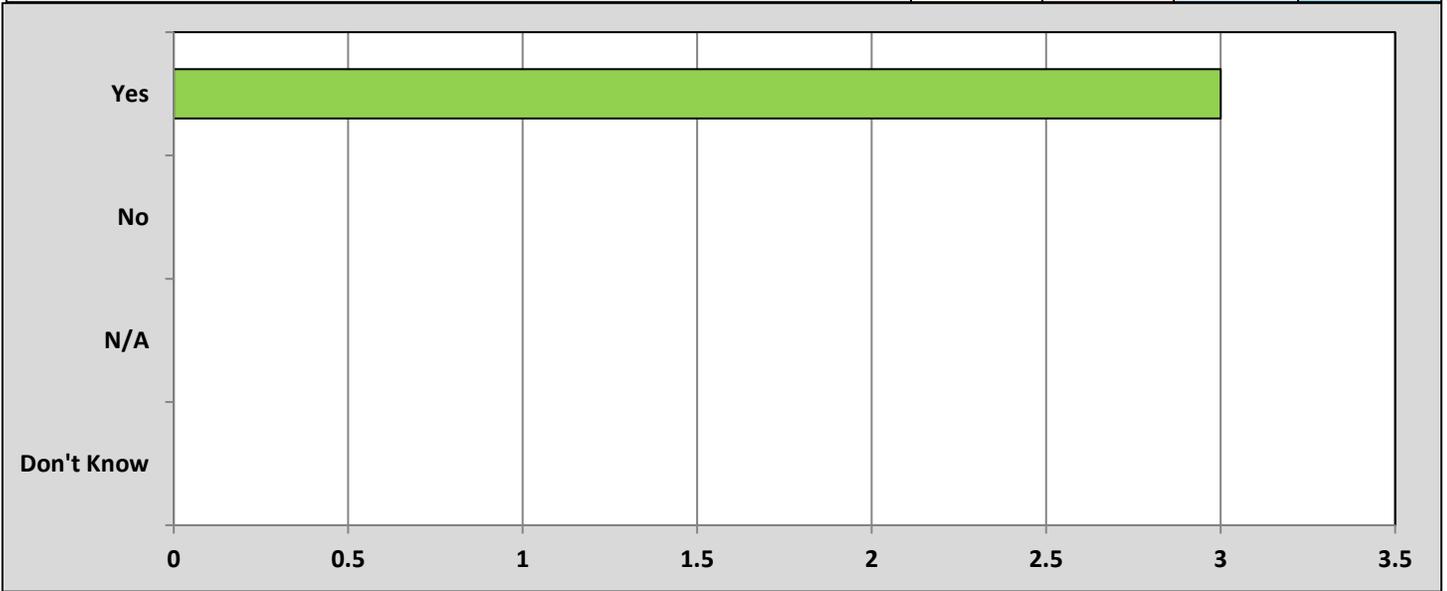
Examples of Remarks for ‘N/A’ Response to Question PL9:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL9:

There is not a “Don’t Know” response for this question.

PL10. Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL10:

- *p. TR7-28, Table 11 lists projects funded with State and Federal funds. P. TR&-27 includes explanation that the projects are anticipated to use a combination.*
- *Federal and state funds are identified in the "LRTP Funding Source" for all projects.*

Examples of Remarks for ‘No’ Response to Question PL10:

There is not a “No” response for this question.

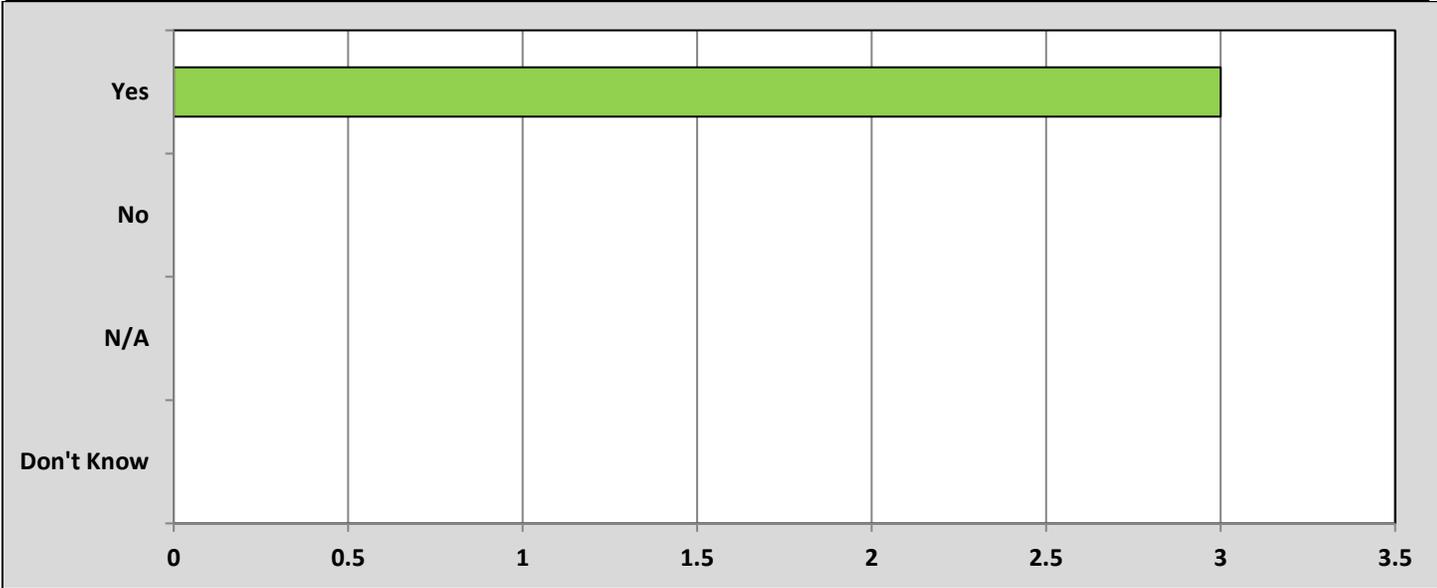
Examples of Remarks for ‘N/A’ Response to Question PL10:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL10:

There is not a “Don’t Know” response for this question.

PL11. For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL11:

- *p. TR7-28, Table 11 lists projects funded with State and Federal funds.*
- *Federal and state funds are identified in the "LRTP Funding Source" for all projects.*

Examples of Remarks for ‘No’ Response to Question PL11:

There is not a “No” response for this question.

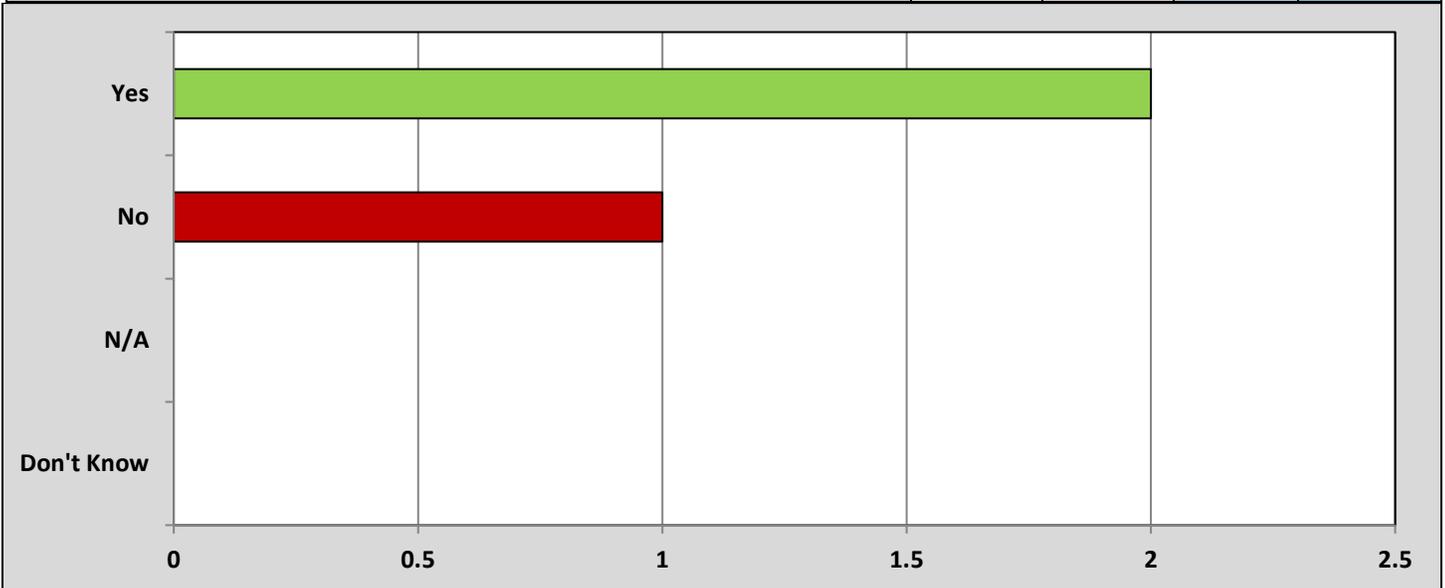
Examples of Remarks for ‘N/A’ Response to Question PL11:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL11:

There is not a “Don’t Know” response for this question.

PL12. Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL12:

- *Table 8-3: Revenue Projections Summary table include breakdown of funds by Funding Programs and Sources and year band (2021-2015, 26-30, 31-35, 36-45). The table 8-6 shows the projects by year bands.*

Examples of Remarks for ‘No’ Response to Question PL12:

- *Developer funded and University funded projects are mentioned, but not included in the CFP. Also unclear if the CFP includes O&M type projects (esp. large, projects like bridge replacements).*
- *From p. 10.1 of the MPO Cost Feasible Plan: Local revenues are not accounted for in the revenue forecast and therefore are not included in this LRTP since the transportation needs identified in this plan are focused on the regional roadway network and there are no reliable reoccurring local revenues to support capacity improvements.*

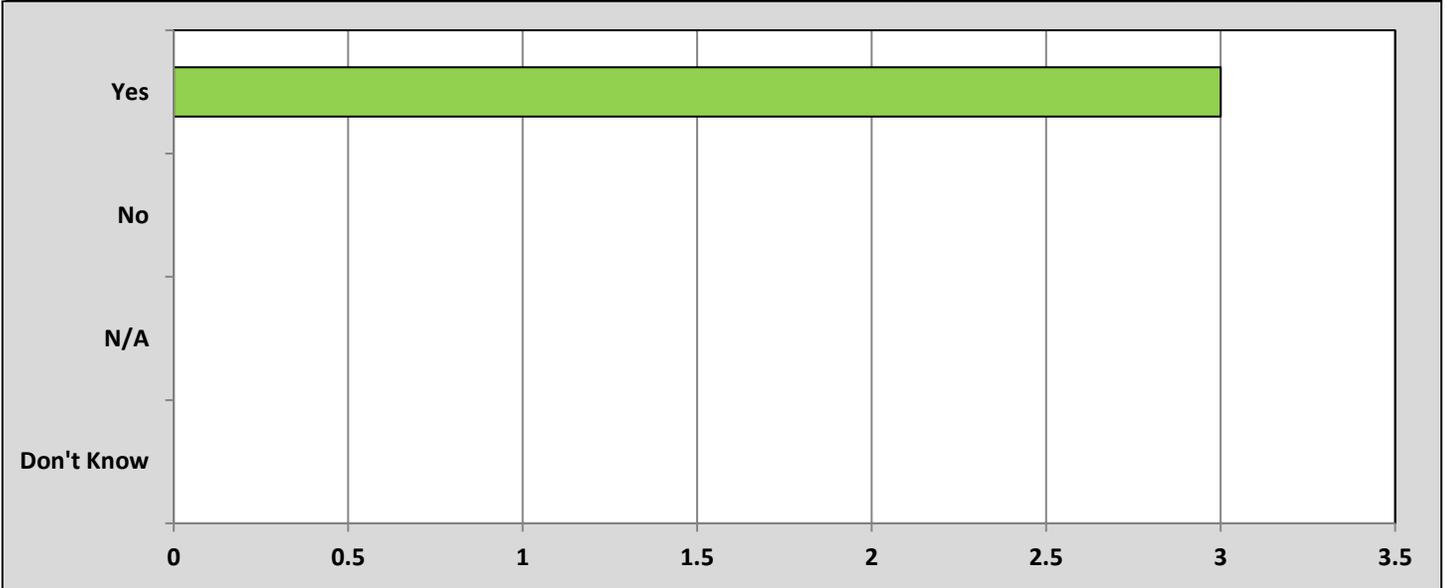
Examples of Remarks for ‘N/A’ Response to Question PL12:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL12:

There is not a “Don’t Know” response for this question.

PL13. Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL13:

- *P. TR7-31, Table 12*

Examples of Remarks for 'No' Response to Question PL13:

There is not a "No" response for this question.

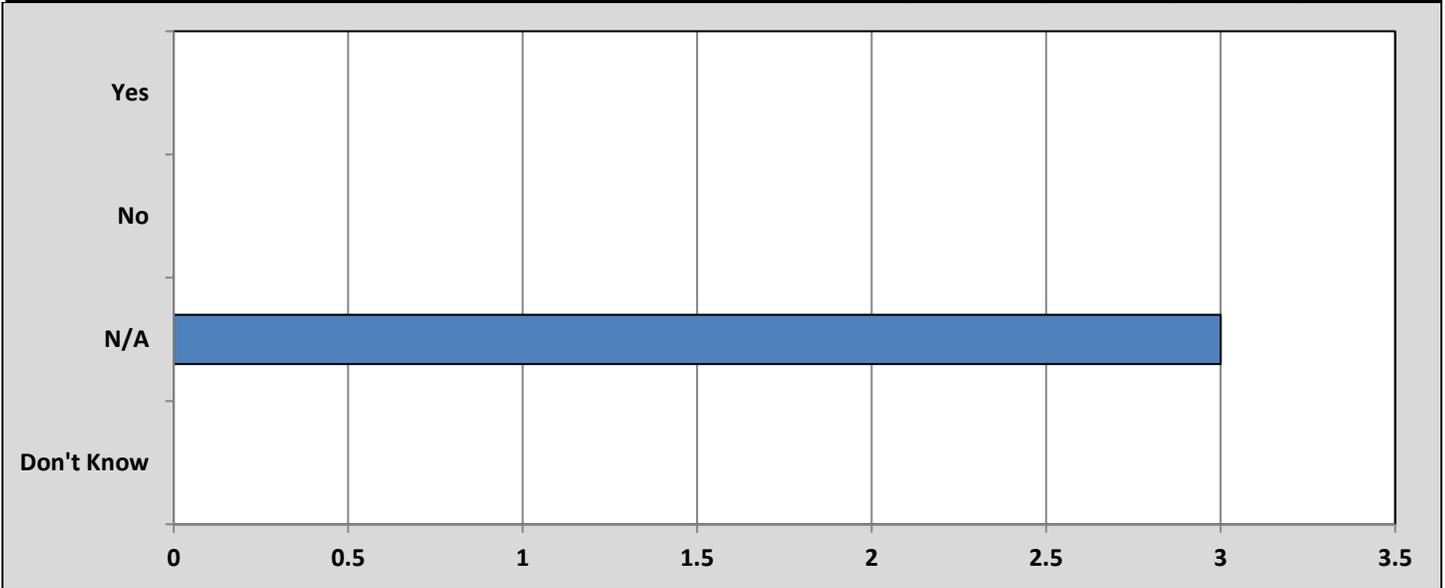
Examples of Remarks for 'N/A' Response to Question PL13:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL13:

There is not a "Don't Know" response for this question.

PL14. If the MPO uses cost ranges/bands beyond the first 10 years of the plan, are future funding sources reasonably expected to be available to support the projected cost ranges/band? 23 CFR 450.324(f)(11)(v)	Yes	No	N/A	Don't Know
	0	0	3	0
	0%	0%	100%	0%



Examples of Remarks for 'Yes' Response to Question PL14:

There is not a "Yes" response for this question.

Examples of Remarks for 'No' Response to Question PL14:

There is not a "No" response for this question.

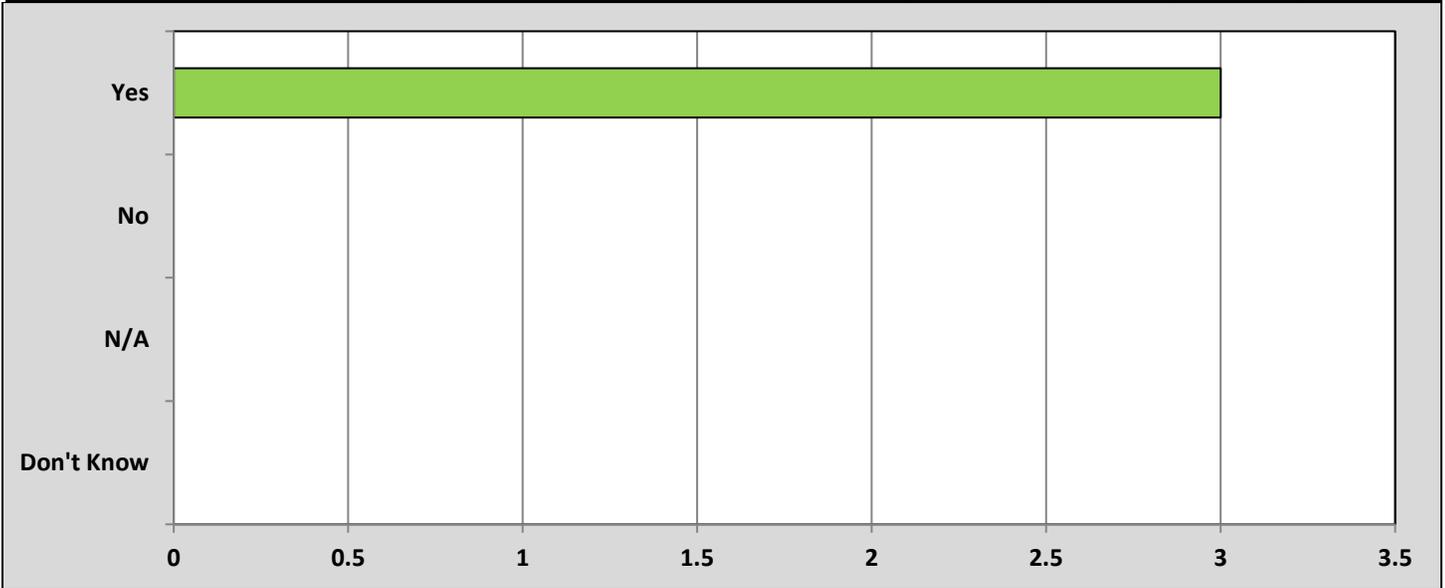
Examples of Remarks for 'N/A' Response to Question PL14:

- *Cost ranges/bands are not used.*

Examples of Remarks for 'Don't Know' Response to Question PL14:

There is not a "Don't Know" response for this question.

PL15. For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. 23 CFR 450.324(f)(11)(vii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL15:

- See "Aspirational Projects" Table 13

Examples of Remarks for ‘No’ Response to Question PL15:

- The LRTP does not have an "Illustrative Projects" list nor discusses the topic (there are open ended projects).

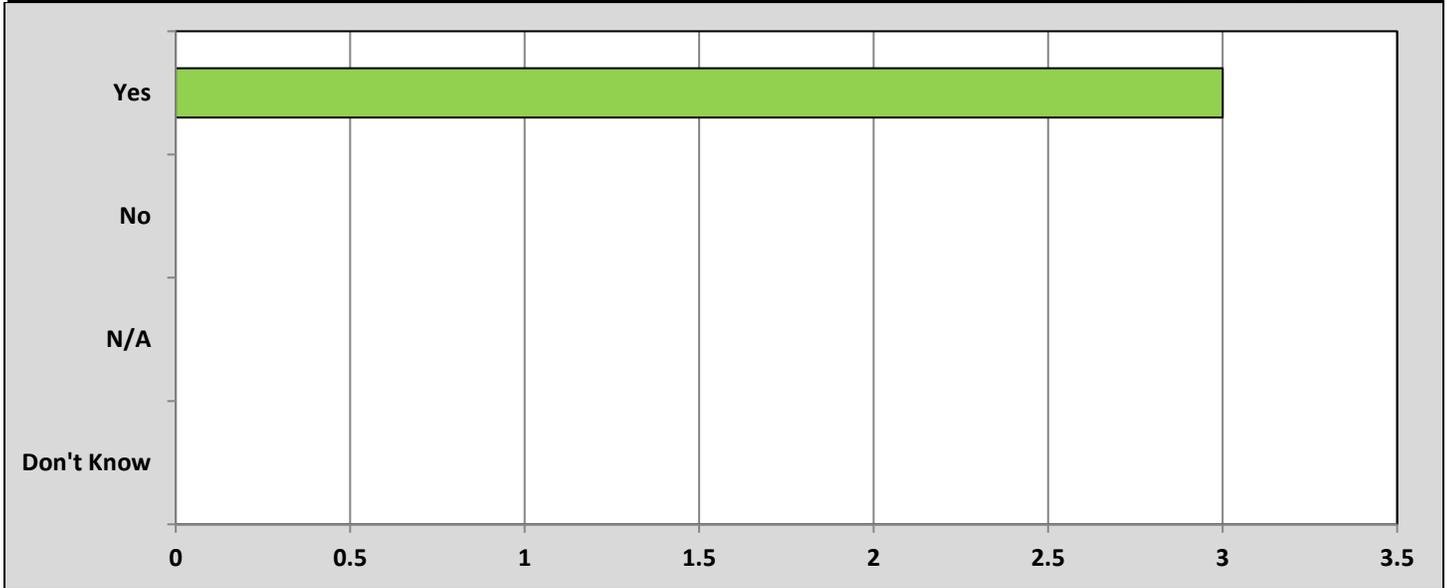
Examples of Remarks for ‘N/A’ Response to Question PL15:

There is not an "N/A" response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL15:

There is not a "Don't know" response for this question.

PL16. Does the plan include pedestrian walkway and bicycle transportation facilities in accordance with 23 USC 217(g)? 23 CFR 450.324(f)(12)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL16:

- *Includes complete streets type projects. Funded with Transportation Alternatives funds.*
- *In 2018, the MPO Board adopted the first-ever Charlotte County Regional Bicycle and Pedestrian Master Plan. The LRTP includes discussion of pedestrian facilities, and a list & map of Bicycle and Pedestrian Master Plan Needs.*

Examples of Remarks for 'No' Response to Question PL16:

There is not a "No" response for this question.

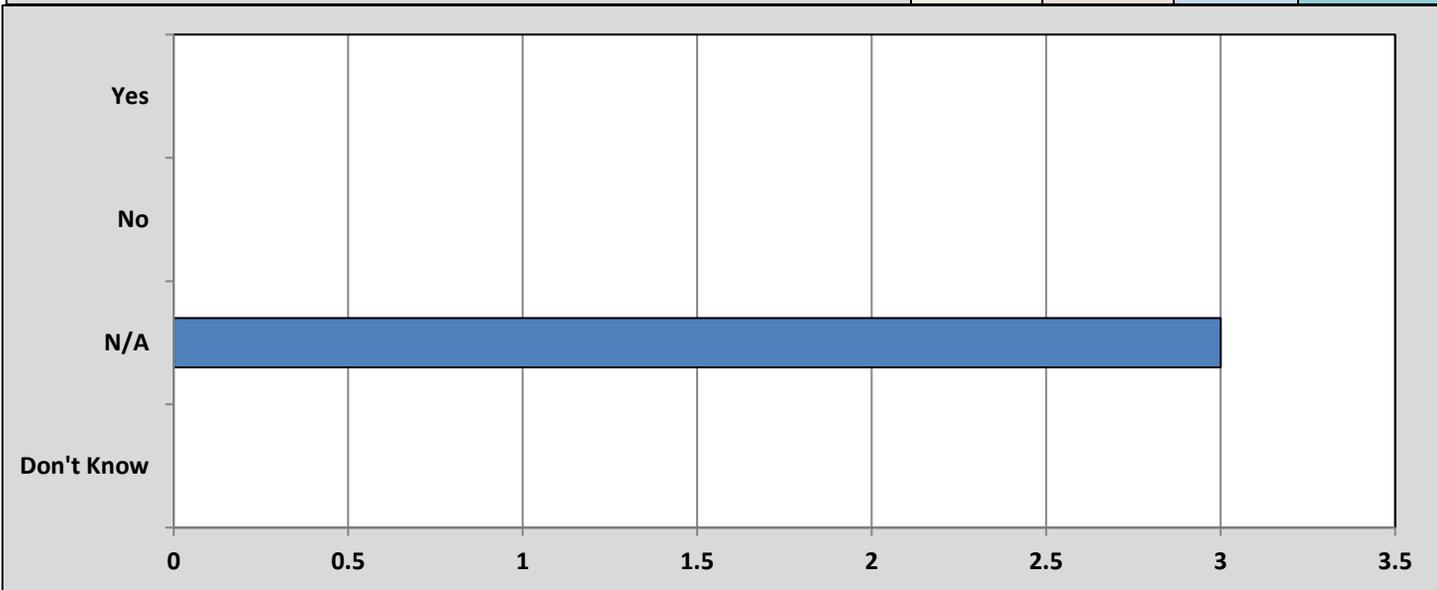
Examples of Remarks for 'N/A' Response to Question PL16:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL16:

There is not a "Don't Know" for this question.

PL17. If Boxed funds are utilized, are the individual projects utilizing the box listed? (or at a minimum, described in bulk in the LRTP i.e. PD&E for projects in Years 2016-2020). 23 CFR 450.326(h)	Yes	No	N/A	Don't Know
	0	0	3	0
	0%	0%	100%	0%



Examples of Remarks for 'Yes' Response to Question PL17:

There is not a "Yes" response for this question.

Examples of Remarks for 'No' Response to Question PL17:

There is not a "No" response for this question.

Examples of Remarks for 'N/A' Response to Question PL17:

- *Did not see boxed fund categories.*

Examples of Remarks for 'Don't Know' Response to Question PL17:

There is not a "Don't Know" for this question.

Item Number 6

Discussion Item: Noteworthy Practices Portal Demonstration

DISCUSSION:

Jeff Sheffield will demonstrate the proposed portal for submitting and archiving MPO Noteworthy Practices proposals.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

Noteworthy Practices Portal Demonstration Presentation

“Leveraging Transportation, Technology & Energy”



Noteworthy Practices Portal Demonstration
MPOAC Meeting - October 26, 2023



Problem Statement

Noteworthy practices should be less about awards and more about **SHARING** of information.

Objectives

- **Create a portal that simplifies the submittal process**
- **The portal must integrate with the new MPOAC website**
- **Create a separate interface that aggregates submittals for ease of review by committee members**
- **Establish a webinar Showcase (Zoom \ TEAMS) that allows selected MPOs to showcase their best practice.**

Outcomes

- **A streamlined/automated process**
- **A Webinar frequency that is driven by the number of submittals and their appropriateness as noteworthy practices**
- **Eliminating the award aspect and increasing the opportunities for sharing should incentivize smaller MPOs to submit.**

Existing MPOAC Website

The screenshot shows a web browser window displaying the MPOAC Noteworthy Practices Working Group page. The browser's address bar shows the URL fdot.gov/mpoac/committees/noteworthy-practices-working-group. The website features a navigation menu with links for ABOUT US, MPOS, GOVERNING BOARD, COMMITTEES, MEETINGS, DOCUMENTS, MPOAC INSTITUTE, JOB BOARD, and RESOURCES. The MPOAC logo is prominently displayed on the left, and the full name of the organization is centered. The main content area is titled "Noteworthy Practices Working Group" and contains a detailed paragraph about the group's mission and a list of members. The members listed are Austin Mount, D'juan Harris, Whit Blanton, Marybeth Soderstrom, Johnny Wong, PhD, Jeff Sheffield, Valerie Neilson, Georganna Gillette, Peter Buchwald, Paul Calvaresi, and Craig Curry. A taskbar at the bottom of the screen shows the Windows logo, a search bar, and various application icons, with the system tray displaying a temperature of 60°F, sunny weather, and the time 11:13 AM on 10/17/2023.

MPOAC Noteworthy Practices P... x Noteworthy Practices Working G... x +

fdot.gov/mpoac/committees/noteworthy-practices-working-group

Imported From Fire... TPO Bookmarks TPO NextCloud MailMeter Portal - L... MPOAC Noteworth... North Florida TPO -...

ABOUT US MPOS GOVERNING BOARD COMMITTEES MEETINGS DOCUMENTS MPOAC INSTITUTE JOB BOARD RESOURCES

MPOAC Florida Metropolitan Planning Organization Advisory Council

Noteworthy Practices Working Group

The Florida MPO Advisory Council (MPOAC) Governing Board approved the MPOAC Strategic Directions Plan in April 2016. The Strategic Directions Plan identified an organizational mission statement and guiding principles for the agency, a road map for building on the good work performed by the MPOAC in support of Florida's 27 MPOs. Goal A of that Plan proposed, "The MPOAC will support the sharing of best practices, and help coordinate and communicate with members and other organizations," including convening working groups. The Best Practices Working Group was formed in January 2017, and later renamed the Noteworthy Practices Working Group to better reflect its evolving mission. The purpose of the Noteworthy Practices Working Group is to highlight the good work of the MPOs in Florida, allow members of the MPOAC to learn from each other, and elevate the state of the practice of metropolitan transportation planning across the state."

The Chair of the MPOAC Noteworthy Practices Working Group is Beth Alden (Executive Director of the Hillsborough TPO) and the Vice-Chair is Peter Buchwald (Executive Director of the St. Lucie TPO). The Noteworthy Practices Working Group will meet as necessary throughout the year in concert with the statewide meetings of the MPOAC.

Members

- > [Austin Mount, Staff Directors' Advisory Committee Vice-Chair](#)
- > [D'juan Harris](#)
- > [Whit Blanton](#)
- > [Marybeth Soderstrom](#)
- > [Johnny Wong, PhD](#)
- > [Jeff Sheffield](#)
- > [Valerie Neilson](#)
- > [Georganna Gillette](#)
- > [Peter Buchwald](#)
- > [Paul Calvaresi](#)
- > [Craig Curry](#)

Expand all

Type here to search

60°F Sunny 11:13 AM 10/17/2023

Proposed MPOAC Website

The screenshot shows a web browser window with the URL fdot.gov/mpoac/committees/noteworthy-practices-working-group. The page features a navigation menu with links for ABOUT US, MPOS, GOVERNING BOARD, COMMITTEES, MEETINGS, DOCUMENTS, MPOAC INSTITUTE, JOB BOARD, and RESOURCES. The MPOAC logo is prominently displayed, followed by the title "Florida Metropolitan Planning Organization Advisory Council".

Noteworthy Practices Working Group

The Florida MPO Advisory Council (MPOAC) Governing Board approved the MPOAC Strategic Directions Plan in April 2016. The Strategic Directions Plan identified an organizational mission statement and guiding principles for the agency, a road map for building on the good work performed by the MPOAC in support of Florida's 27 MPOs. Goal A of that Plan proposed, "The MPOAC will support the sharing of best practices, and help coordinate and communicate with members and other organizations," including convening working groups. The Best Practices Working Group was formed in January 2017, and later renamed the Noteworthy Practices Working Group to better reflect its evolving mission. The purpose of the Noteworthy Practices Working Group is to highlight the good work of the MPOs in Florida, allow members of the MPOAC to learn from each other, and elevate the state of the practice of metropolitan transportation planning across the state."

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- > [Georganna Gillette](#)
- > [Peter Buchwald](#)
- > [Paul Calvaresi](#)
- > [Craig Curry](#)

A blue oval button labeled "Noteworthy Practices Portal" with a "GO" button next to it is highlighted with a red arrow. To the right of the button is the text "Expand all".

Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with weather (60°F Sunny) and date/time (11:13 AM 10/17/2023).

Portal Page



Florida Metropolitan Planning Organization Advisory Council

Translate

MPOAC Noteworthy Practices Portal

The MPOAC Noteworthy Practices Working Group seeks to highlight the good work of the MPOs in Florida, help MPOAC member learn from each other, and elevate the state of the practice of metropolitan transportation planning across the state. This portal provides an opportunity for members to share noteworthy practices with the group for review.

Please complete your submission below. We will contact you if we need additional information.

CORE MPO ACTIVITIES

The section is for MPO activities relating to the UPWP, TIP, LRTP and other core MPO functions.

Please list your name, title, email address and the title of your noteworthy practice. Describe your Core MPO noteworthy practice in 1,200 characters (with spaces) or less.

1200 characters remaining

Submit

Noteworthy Practices Archive

[Resiliency Master Plan - Space Coast TPO](#)

[Grants Coordination - Broward MPO](#)

[Community Advisory Committee](#)

[Outreach - Miami-Dade TPO](#)

Portal Page cont.

CORE MPO ACTIVITIES

The section is for MPO activities relating to the UPWP, TIP, LRTP and other core MPO functions.

Please list your name, title, email address and the title of your noteworthy practice.
Describe your Core MPO noteworthy practice in 1,200 characters (with spaces) or less.

1200 characters remaining

Submit

Portal Page cont.

NON-CORE MPO ACTIVITIES

This section for activities outside the scope of required or routine MPO functions.

Please list your name, title, email address and the title of your noteworthy practice. Describe your Non-Core MPO noteworthy practice in 1,200 characters (with spaces) or less.

1200 characters remaining

Submit



Questions?

Item Number 7

Discussion Item: MPOAC Strategic Directions Plan Workshop

DISCUSSION:

The MPOAC consulting team, Renaissance Planning Group, will present the plan for moving forward with the revision of the MPOAC Strategic Directions Plan followed by a discussion forum facilitated by the team.

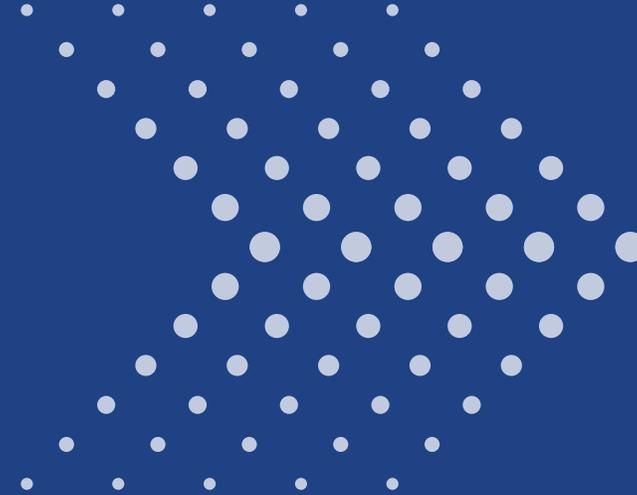
REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

MPOAC Strategic Directions Plan Presentation.

STRATEGIC DIRECTIONS PLAN 2023



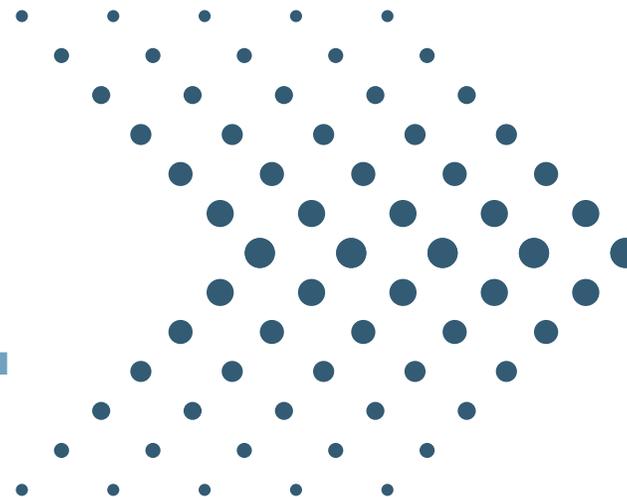
GOVERNING BOARD AND STAFF DIRECTORS MEETING
OCTOBER 26, 2023

Agenda

- **Strategic Directions Plan Context**
- **Update Process**
 - Intent and purpose
 - Schedule and roles
- **Your perspectives**
 - Survey results
- **More of your perspectives**
 - Plan focus areas
 - Measuring success



STRATEGIC DIRECTIONS PLAN CONTEXT



Context

- Required by Florida Statute
- Prioritizes steps the organization will take to carry out its **mission**
- Aligns with the state comprehensive plan and other statutory mandates and directives

MPOAC Mission

Improve transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination, communication, and advocacy.

MPOAC Mission

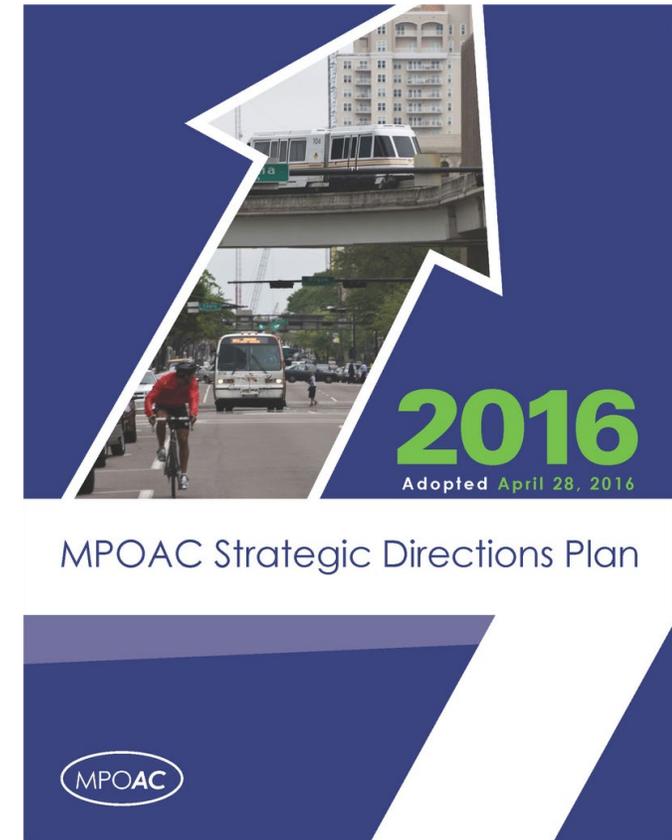
Improve transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination, communication, and advocacy.

Governing Board Member Role

- Collaborate with other Governing Board members
- Leverage relationships to further the goals and actions of the MPOAC
- Collectively establish policies and direction for the MPOAC

Strategic Directions Plan Context

- The current Strategic Directions Plan was adopted in 2016
- Key accomplishments
 - Successful MPOAC Institute to train MPO Board members
 - Noteworthy Practices Working Group
 - Streamlined quarterly meeting format
- Does not define an update schedule

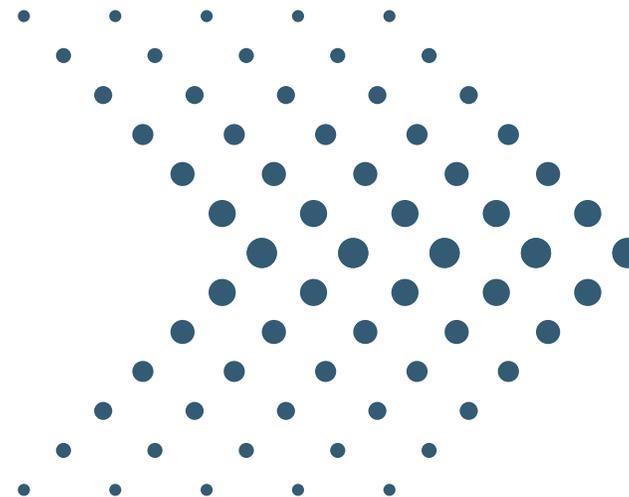


Strategic Directions Plan Context 2016 Guiding Principles

We'll revisit these based on your desired focused areas.

- 1 Maximize the role of the MPOAC in transportation policy, planning, and education.
- 2 Serve as a state transportation leader and agent of positive change.
- 3 Empower and enable individual M/TPOs to do their jobs better.
- 4 Provide opportunities for MPOAC members (MPO elected officials and staff) to participate in committee and workgroup efforts to enhance the organization's mission and impact.
- 5 Evaluate MPOAC's organizational effectiveness in implementing the strategic goals, objectives & actions.

UPDATE PROCESS



Intent and Purpose

Clear statement of MPOAC goals

Structured framework to guide decisions

Prioritized actions to achieve objectives

Adaptable to accommodate evolving needs

Timeline and milestones to track progress



Strategic Plan Elements



Guiding principles



Focused goals/objectives



Prioritized strategies and actions

Current Elements



Clear roles and responsibilities

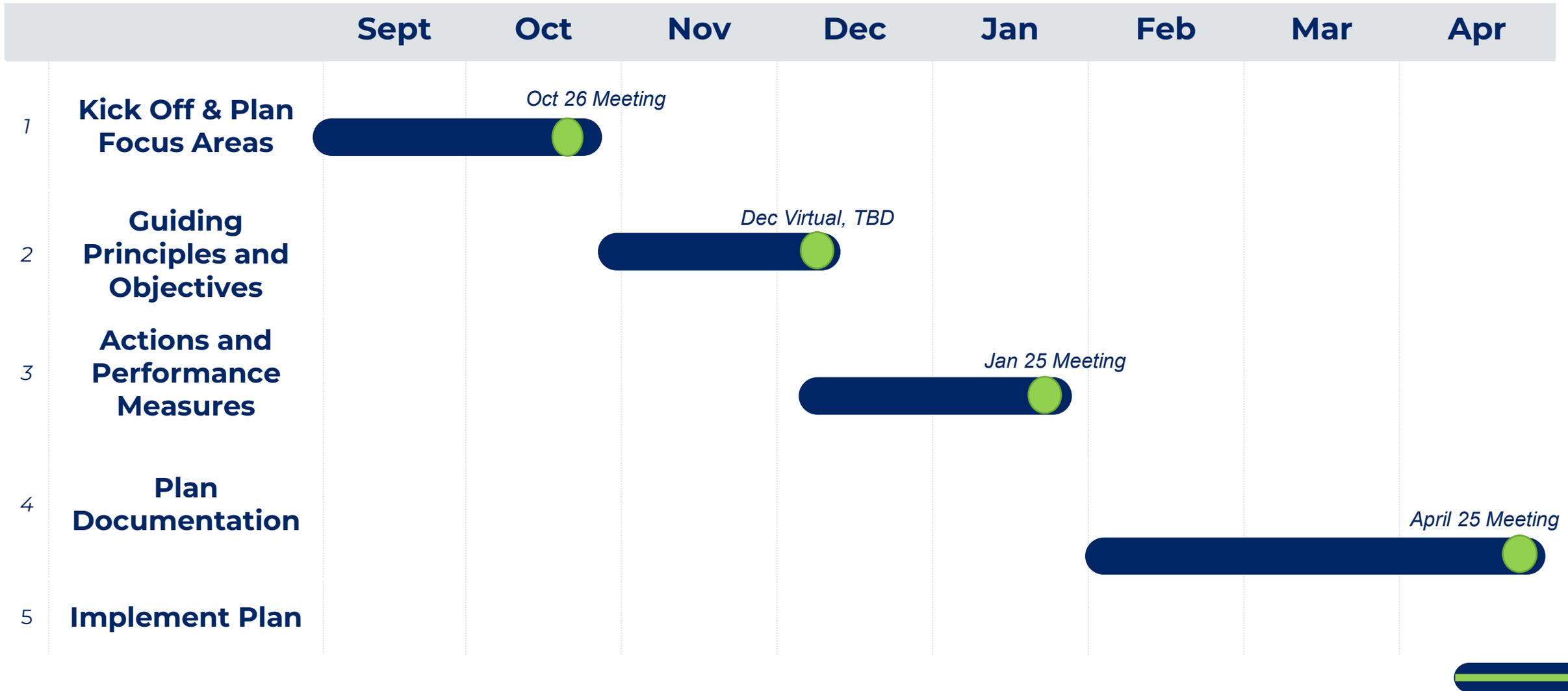


Performance measures

Proposed Elements

Plan Update Schedule

● Governing Board and Staff Director Input



Proposed Roles



Executive Committee

Guide the plan development



Governing Board and
Staff Directors

Review Executive Committee
recommendations and products
Provide input to inform plan development
Adopt the final plan



Executive Director

Direct efforts in assisting MPOAC to develop
plan

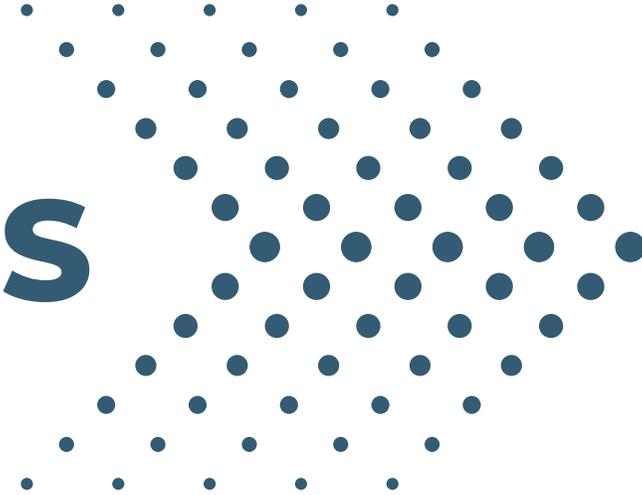


FDOT & FHWA

Review and inform plan development

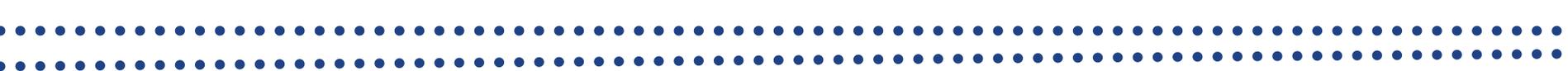
YOUR PERSPECTIVES

[SURVEY RESULTS]



Things you must do **[Statutorily Required]**

- Establish **bylaws**
- Serve as principal **forum for collective policy discussion** to assist MPOs in carrying out transportation planning process
- Serve as a **clearinghouse for review** and comment by MPO's on the **Florida Transportation Plan**
- Report annually to the Florida Transportation Commission on the **alignment of MPO long-range transportation plans with the Florida Transportation Plan.**
- **Employ an executive director and staff** as necessary to perform adequately the functions of the council.
- **Deliver training** on federal and state program requirements and procedures to MPO board members and MPO staff.
- **Adopt an agency strategic plan** that prioritizes steps the agency will take to carry out its mission within the context of the state comprehensive plan and any other statutory mandates and directives.



Things you want to do [Survey Results]

Priority #	Focus Areas	Weighted Average
1	Serve as a forum to develop relationships amongst MPOs.	2.67
2	Share information and relevant topics to the membership of the organization.	2.57
3	Develop and share best practices with the industry.	2.53
4	Establish strategic partnerships with national and state organizations.	2.5
5	Provide updates on the outcomes of the Legislative Session for transportation-related topics.	2.37
6	Provide technical assistance to MPOs, such as regional coordination for freight, transit, federal grants, or other topical issues.	2.33
7	Enhance the visibility of the MPOAC in transportation planning.	2.17

Things you feel could add value to your MPO [Survey Results]

PRESENTED IN ORDER OF PRIORITY

Priority	Summary of Added Value Ideas	# of Responses
1	Provide training and educational opportunities for elected officials and staff.	9
2	Serve as a forum for sharing best practices, discussing relevant topics, and collaborating and networking among all MPOs.	6
3	Represent the interests of MPOs and support MPOs, particularly with state and federal agencies.	5
4	Develop resources and templates to aid MPO staff with developing core products and maintaining knowledge on relevant topics.	4
5	Continuously inform MPOs on the latest grant and funding opportunities and assist in understanding requirements and securing funds.	4
6	Be the lead contractor with data and software vendors on behalf of MPOs to reduce costs and ensure continuity.	3

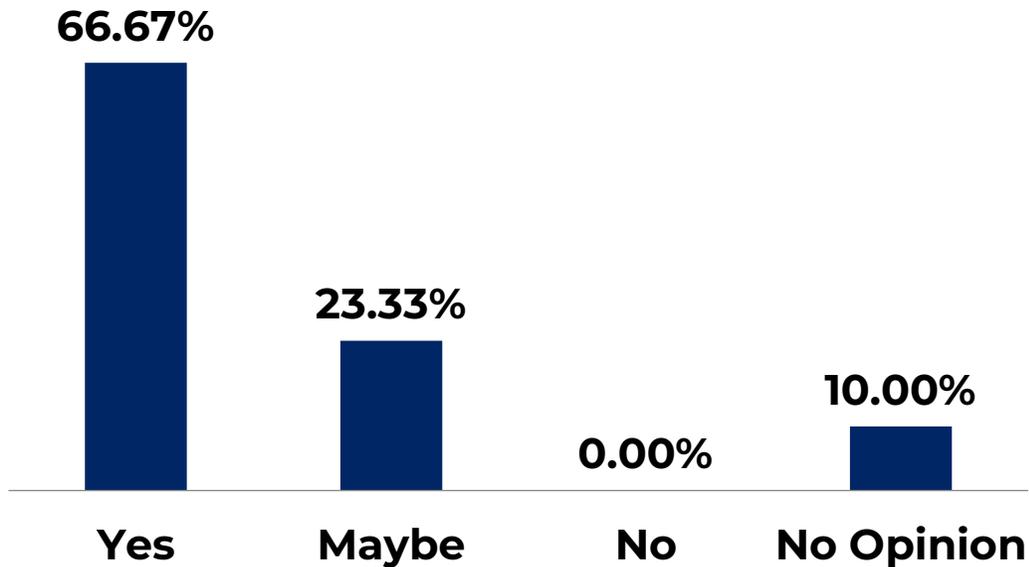
Planning topics you're most interested in

[Survey Results]

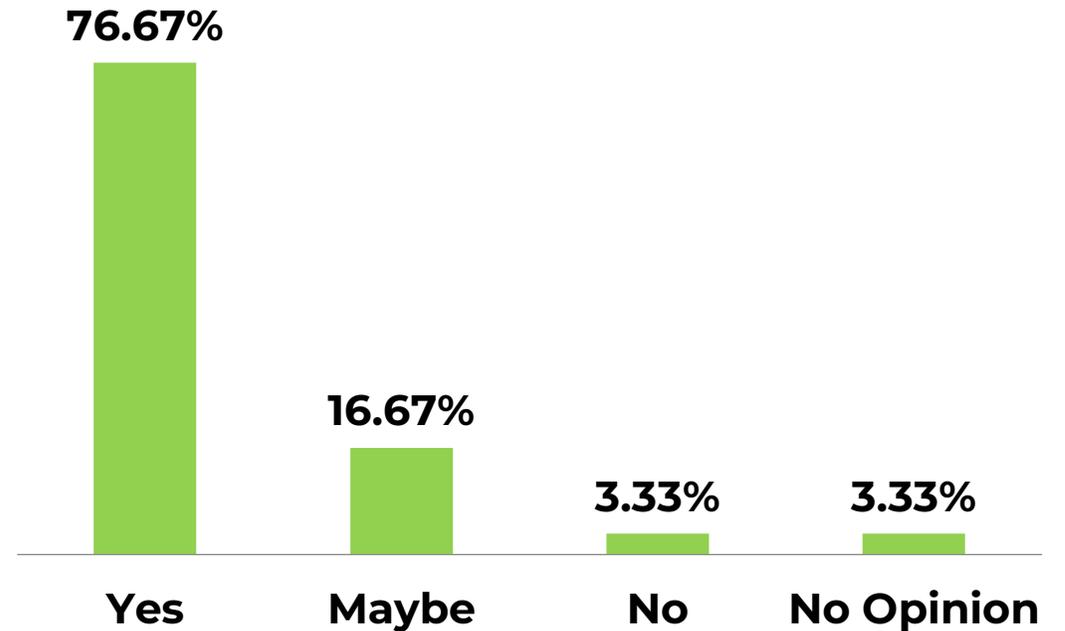
Topics	Level of Interest	# of Responses
Traffic Management or Congestion Management Methods	80%	24
Emerging Technologies (like Connected and Autonomous Vehicles, Micro-Mobility, or Shared Mobility)	77%	23
Resiliency and Sustainability	67%	20
Transportation Revenue	53%	16
Economic Development	50%	15
Integration of Transportation and Land Use	43%	13
Transit	43%	13
Freight and Logistics	37%	11
Complete Streets	30%	9
Integrating Equity Into Transportation Planning	30%	9
Health and Active Transportation	27%	8
Transit Oriented Development	27%	8
Other (please specify)	17%	5
Port Planning	7%	2

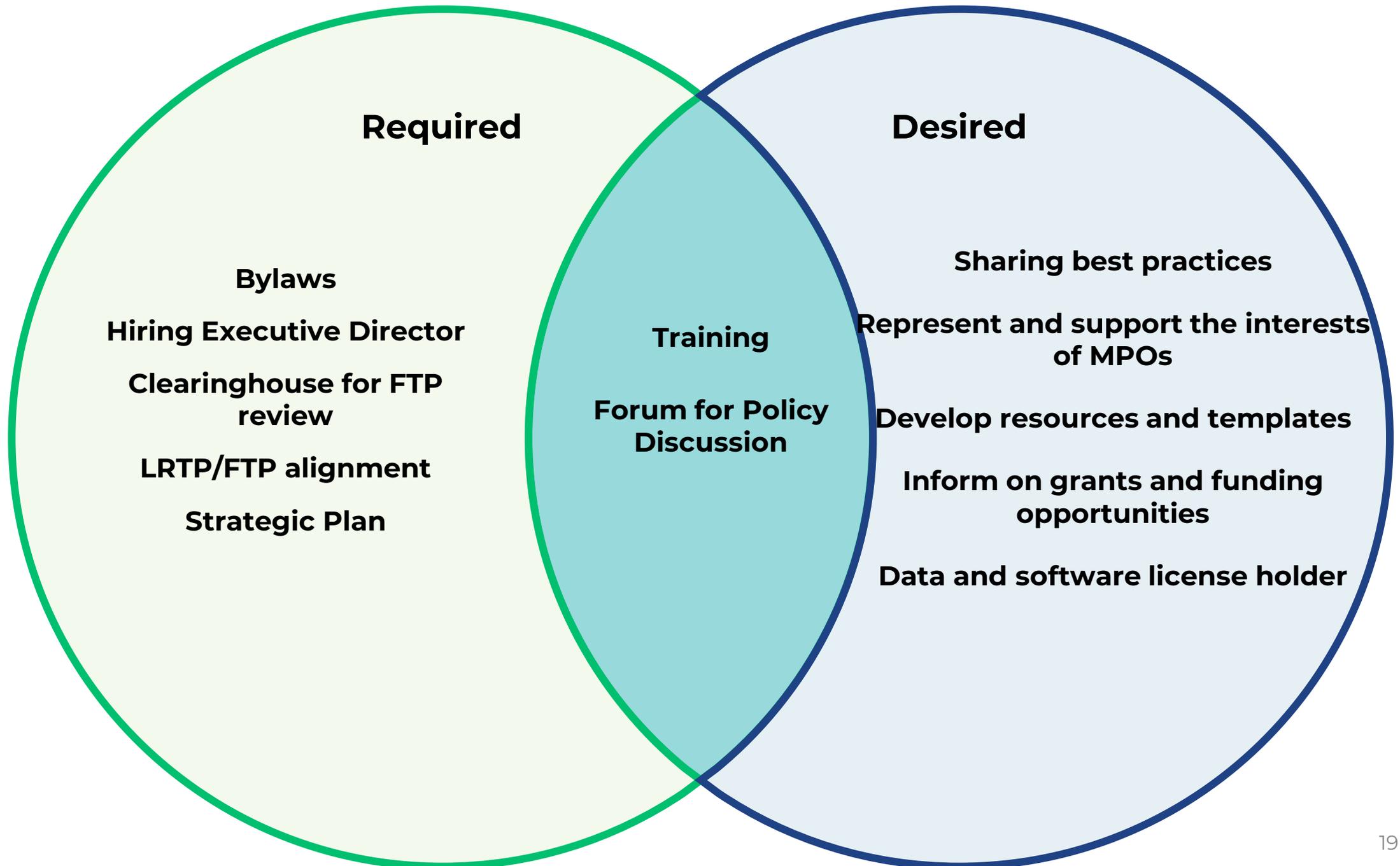
Do you find value in these memberships?

AMPO and NARC



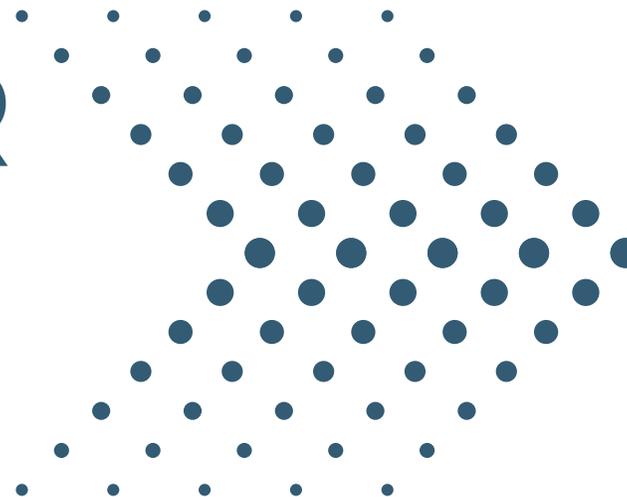
League of Cities and Florida Association of Counties





MORE OF YOUR PERSPECTIVES

[GET OUT OF YOUR SEATS]



Overview of Exercise

1. Share your vision for the MPOAC
2. Identify focus areas
3. Share thoughts about potential strategies
4. Ideas for measuring performance



Exercise 1: What is your vision for the MPOAC?

Interactive Poll

Respond by visiting:

PollEv.com/closeplanet455

OR

Text the phrase **closeplanet455** and your message to this number: **22333**

“In five years, the MPOAC will be recognized for

Exercise 2: Where do we focus our energy?

Of the things you want
to do, place a dot:



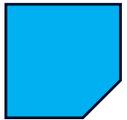
**YOUR HIGHEST
PRIORITY**



**ON THE NEXT TWO
PRIORITIES**

Focus Areas Based on Survey Results	HIGH PRIORITY	OTHER PRIORITY
	● ●	●
	●	● ● ● ● ● ●
	● ● ●	● ●
	●	●
Other		

Exercise 3: What key actions should be considered for each focus area?



Write a strategy or action that should be considered on a sticky note for each focus area

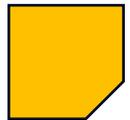
Focus Area

STRATEGIES

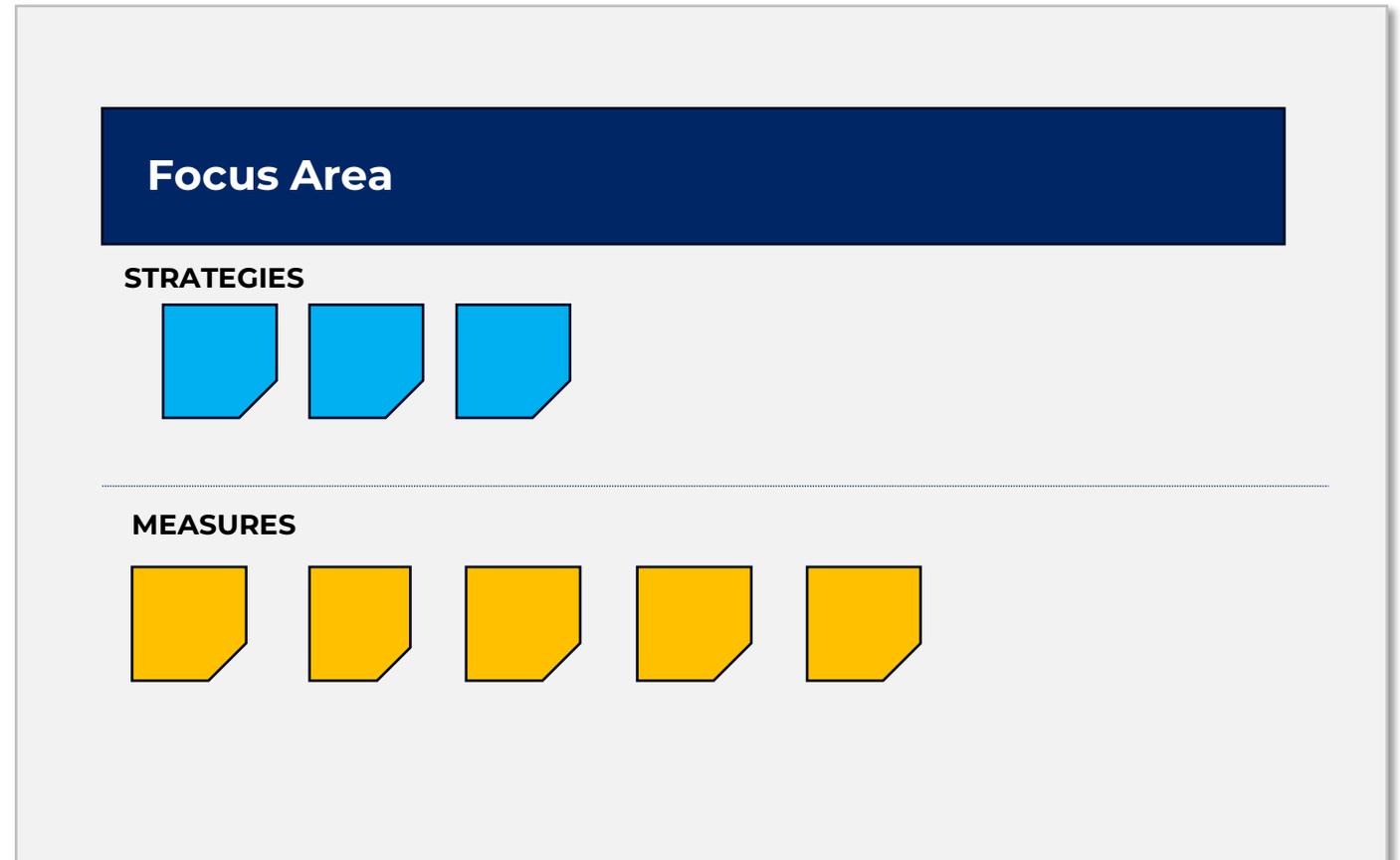
Three blue sticky notes arranged horizontally, representing strategies.

MEASURES

Exercise 4: How do we measure success?

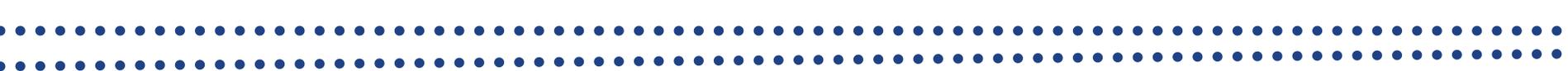


Write an idea for measuring performance for each action on a sticky note

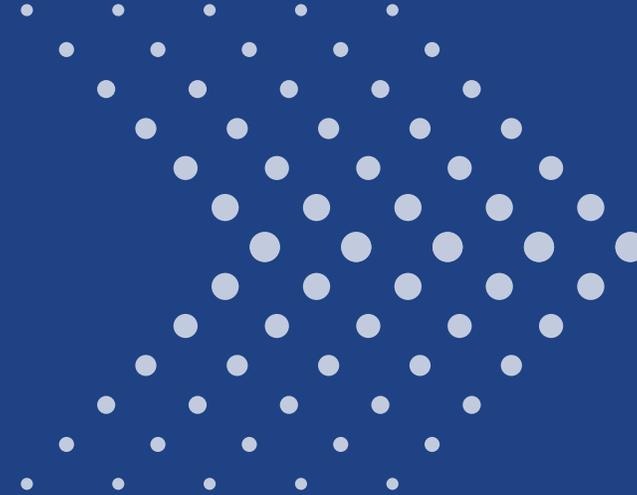


Recap & Next Steps

- **Share your thoughts**
- **Translate your desires/focus areas to guiding principles**
- **Draft guiding principles and objectives [December]**
- **Draft actions and performance measures [January]**



STRATEGIC DIRECTIONS PLAN 2023



GOVERNING BOARD AND STAFF DIRECTORS MEETING
OCTOBER 26, 2023

Item Number 8
Member Comments

DISCUSSION:

Comments or recommendations by MPOAC members.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None.

Item Number 9

Adjournment

The next meeting of the MPOAC Governing Board and Staff Directors' Advisory Committee will be in Orlando on January 25, 2024. A meeting notice will be sent approximately one month prior to the meeting date.