

Key Chapter Changes

All Chapters

- Updated hyperlinks of Federal and State requirements including the United States Code (U.S.C.), Code of Federal Regulations (C.F.R.), and Florida Statute (F.S.). (November 15, 2022)
- Replaced any mention of the Bipartisan Infrastructure Law (BIL) with the Infrastructure Investment and Jobs Act (IIJA). (November 15, 2022)

Chapter 1 – Introduction

- Section 1.3 (Florida’s MPOs) – Inserted updated version of Florida MPO/TMA Areas map. (August 4, 2023)
- Section 1.3.5 (Florida MPO Advisory Council) – Removed reference to MPOAC’s responsibility to lobby on behalf of the MPOs. (July 20, 2023)

Chapter 2 - Metropolitan Planning Organization Formation and Modification

- Chapter 2 (Metropolitan Planning Organization Formation and Modification) – Updated chapter to remove the term “urbanized area (UZA)”, based on updated criteria from the 2020 Census. (November 15, 2022)
- Section 2.3 (Census Designation of Urban Areas) – Definition of urban area updated to reflect 2020 Census methodology. (June 6, 2023)
- Section 2.4 (MPO Designations) - Updated Census data distribution/sharing processes to reflect current practices. (June 6, 2023)
- Section 2.5.5 (Membership Apportionment Plan Content) - Updated contents of MPO Apportionment Plan. (June 6, 2023)
- Section 2.6.1 (MPA Boundary Maps) - Updated requirements for MPA Boundary maps. (June 6, 2023)
- Section 2.7 (Redesignation and Reapportionment) - Updated contents of MPO Reapportionment Plan. (June 6, 2023)

- Section 2.9.5 (Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement) - Added section describing the Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement (ICAR). (March 3, 2023)
- Section 2.6 (Metropolitan Planning Area Boundaries) – Updated urban area boundary information based on the 2020 Census. This includes changing the numbers of calendar days the MPO has to create or revise a final map in consultation with the District showing the MPA boundaries from 120 days to 180 days. The MPO will adopt the MPA Boundary Map when it adopts its Membership Apportionment Plan. (March 3, 2023)

Chapter 3 - Unified Planning Work Program

- Section 3.9.1 (Types of UPWP Revisions) – provided the distinction between financial and non-financial UPWP amendments, including examples of non-financial amendments. (November 15, 2022)

Chapter 4 - Long-Range Transportation Plan

- Section 4.2.1 (Federal Requirements for the LRTP) – added information on federal requirements for LRTP documents from the IIJA. (November 15, 2022)

Chapter 5 – Transportation Improvement Program

- Section 5.2 (Transportation Improvement Program Authority) – revised outdated reference on signature delegation authority on TIPs in footnote to table 5.1. (July 20, 2023)

Chapter 6 - Public Involvement

- Section 6.4.8 (FDOT Resources) – changed reference from the Public Involvement Handbook to the Public Involvement Resource Guide. (November 15, 2022)

Chapter 7 - Certification of the Metropolitan Transportation Planning Process

- Section 7.4.1 (Joint Certification Review) – added information on how the District should provide preliminary results to the MPO by **February 15**. (March 3, 2023)

Appendix A – District MPO Liaison Fact Sheets

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District MPO Liaison Fact Sheet #1

The Role and Responsibilities of a District MPO Liaison

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MPO Liaison Fact Sheet #1

The Role and Responsibilities of an MPO Liaison

WHAT IS AN MPO?

Every urbanized area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization (MPO) for transportation planning to qualify for federal highway or transit assistance. [23 CFR 450.310(a)]

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway and transit projects that use federal funds are products of a continuing, cooperative, and comprehensive (3-C) planning process and meet local priorities. Within an MPO area, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will only approve federal funding for highway and transit projects that are in the MPO's adopted Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The MPO's role is to develop and maintain the necessary transportation plans for the area to assure eligibility for federal funds to support these locally developed plans and products. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) greatly strengthened this responsibility by placing the MPO in a primary role for the prioritization of transportation projects to be constructed within the MPO's planning area. Succeeding transportation bills, the most recent being the Fixing America's Surface Transportation (FAST) Act from 2015, have continued this level of involvement through the metropolitan planning process.

The MPO has the responsibility to involve the public in the planning process through expanded citizen participation efforts. MPOs responsibilities for public involvement were increased in 2005 with the requirement to develop a formal Public Participation Plan. Since the MPO includes those agencies responsible for carrying out transportation programs in the MPO area, the process allows for input from all agencies and the public within the MPO area to be engaged in the process.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) RELATIONSHIP TO MPOs

The Florida Department of Transportation's (FDOT's) relationship to the Metropolitan Planning Organization's (MPO's) in the State is to confirm that the MPO's are following proper procedures required to obtain State and Federal funding. The majority of funds used to complete the projects listed in an MPO's LRTP and TIP come from State and Federal programs. The FDOT is the first line of communication between the MPO, the FHWA, and FTA and assists MPO's in following proper policies and procedures to obtain funding.

Each District has MPO Liaisons that are tasked with coordinating with MPOs and their staff to ensure that the proper State and Federal policies and procedures required are being met. Liaisons are also the direct contact for MPO staff when concerns arise throughout the transportation planning process. Below are some of the responsibilities that Liaison's carry out. These responsibilities are not *ALL INCLUSIVE* and may vary by District.

LIAISON RESPONSIBILITIES

Examples of tasks and functions that an MPO and/or Intergovernmental Liaison may be responsible for:

- Ensures the compliance by MPOs with the federal transportation planning process required by Title 23 U.S. Code and Title 49 U.S. Code.
- Serves as principle technical advisor to the MPOs, and other modal partners for planning policies and programs.
- Represents the Department and acts as a technical advisor to the MPO's standing committees: Citizen Advisory Committee, Technical Advisory Committee, and policy committee(s) on a monthly basis or as scheduled.
- Attends other taskforce meetings related to transportation planning and policy.
- Participates in pre-scoping meetings to make the MPO's needs known to project design teams.
- Prepares and publishes meeting summaries for District staff, ensuring a free flow of information sharing with district management team. (Monthly)
- Provides technical advice, regulatory guidance, and program support to MPO staffs, regional entities, and local government staffs on an as needed basis.
- Assists MPO staffs with the federal mandate to produce the following products in cooperation with the department on-time, including collaboration on needed amendments:
 - Long Range Transportation Plans (Every 5 years and as amended)
 - Transportation Improvement Programs (Annually and as amended)



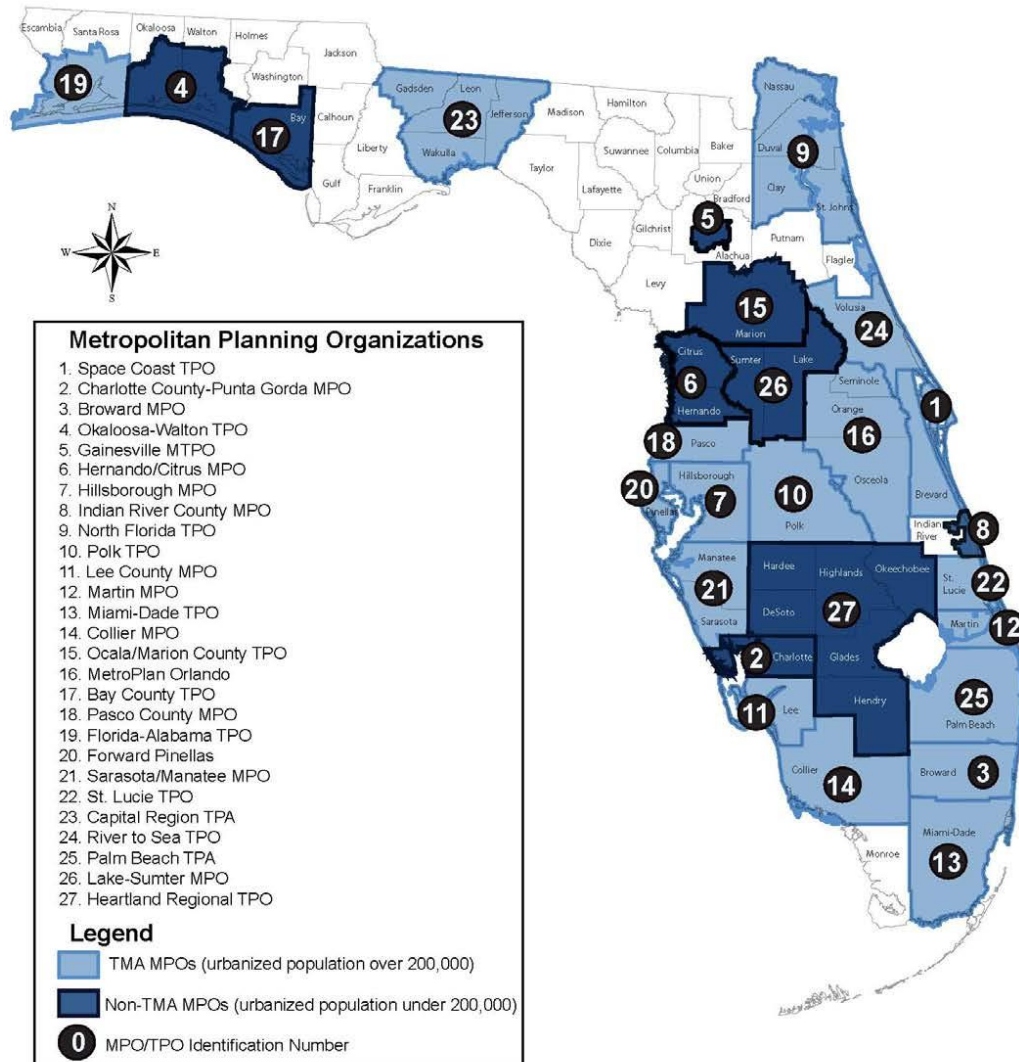
MPO Liaison Fact Sheet #1

The Role and Responsibilities of an MPO Liaison

- Public Participation Plans (On-going)
- Unified Planning Work Program (Bi-annual and as amended)
- Congestion Management Process (On-going)
- Title VI and Disadvantaged Business Enterprise
- Certification (Joint State/MPO annually, Federal Transportation Management Area (TMA) every 4 years)
- Manages the federal Planning (PL) funds and Surface Transportation Block Grant Program (STBG) funds used by MPOs for planning activities to include authorization and encumbrance of funds, and invoicing.
- Reviews progress reports and invoices detailing MPO staffs and MPO general planning consultant's task assignments, staff hours expended, and end product completion.
- Serves as contract manager of MPO's expenditure of federal transportation planning funds.
- Examines quarterly invoices and coordinates on-time payment with district fiscal services section.
- Serves as program manager for the prioritization, development and implementation of Transportation Alternative Program of projects (future need), and the efficient expenditure of the federal program funding.
- Assists the LAP/Special Projects Section by providing the project application/scope, local government's cost estimates, and right-of-way documentation obtained from local governments to aid in development of LAP and TRIP Agreements. (Annual cycle)
- Prepares and delivers transportation related presentations to MPO Boards and Committees, homeowner's associations, and civic organizations as requested or needed.
- Initiates Preliminary Project Reports on new projects or phases to be added during the district's annual Work Program Update Cycle.
- Communicates FDOT policies and handles requests for information both orally and in writing with citizens, engineering firms, and members of the civic advocacy groups, local government officials, elected officials, members of the media, consultants, and FDOT personnel.
- Prepares the MPO Agreement (contract) between the Department and MPO every 2-years with the UPWP Cycle.

Liaisons should refer to the **MPO Program Management Handbook** for additional information on each task to be completed. **Figure 1** shows the MPOs and their metropolitan planning area boundaries.

FIGURE 1 – MPO AND FDOT DISTRICT BOUNDARIES



District MPO Liaison Fact Sheet #2

Acronyms and Definitions

(beginning on the next page)



MPO Liaison Fact Sheet #2

Acronyms and Definitions

ACRONYMS

The following table is not all inclusive but does contain acronyms that are common to the MPO and FDOT planning processes.

Acronym	Phrase	Acronym	Phrase
AADT	Annual Average Daily Traffic	DBE	Disadvantaged Business Enterprise
ADA	American Disabilities Act	DOT	Department of Transportation
AMDA	Application for Master Development Approval	DRI	Development of Regional Impact
AMPO	Association of Metropolitan Planning Organization	EA	Environmental Assessment
ATIS	Advanced Traveler Information System	EAR	Evaluation and Appraisal Report
ATMS	Advanced Traffic Management System	EEO	Equal Employment Opportunity
ATPPL	Alternative Transportation in Parks and Public Lands	EIS	Environmental Impact Statement
BOCC	Board of County Commissioners	EMO	Environmental Management Office
BPAC	Bicycle Pedestrian Advisory Committee	ETDM	Efficient Transportation Decision Making
BPCC	Bicycle Pedestrian Coordinating Committee	FAC	Florida Administrative Code
BRT	Bus Rapid Transit	FACTS	Florida Accountability Contract Tracking System
CAC	Citizen's Advisory Committee	FAP	Federal Aid Program
CAMP	Corridor Access Management Plan	FAST Act	Fixing America's Surface Transportation Act
CE	Categorical Exclusion	FDOT	Florida Department of Transportation
CEI	Construction Engineering Inspection	FHWA	Federal Highway Administration
CEMP	Comprehensive Emergency Management Plan	FONSI	Findings of No Significant Impact
CFDA	Catalogue of Federal Domestic Assistance	FPN	Financial Project Number
CFM	Contract Funds Management	FPTA	Florida Public Transportation Association
CFR	Code of Federal Regulations	FS	Florida Statutes
CIGP	County Incentive Grant Program	FSHP	Florida Scenic Highway Program
CMS	Congestion Management System	FSUTMS	Florida Standard Urban Transportation Model Structure
COOP	Continuity of Operations Plan	FTA	Federal Transit Administration
CRA	Community Redevelopment Agency	FY	Fiscal Year
CTC	Community Transit Coordinator	GIS	Geographical Information System
CTD	Commission for Transportation Disadvantaged	HOT	High Occupancy Toll
CTST	Community Traffic Safety Team	HOV	High Occupancy Vehicle
CUTR	Center for Urban Transportation Research	HWY	Highway
CUTS	Coordinated Urban Transportation System	I-	Interstate
DB	Design – Build	ICAR	Intergovernmental Coordination and Review



MPO Liaison Fact Sheet #2

Acronyms and Definitions

Acronym	Phrase	Acronym	Phrase
IJR	Interchange Justification Report	ROW, R/W	Right-of-Way
IMS	Incident Management System	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991	SHS	State Highway System
ITS	Intelligent Transportation System	SIB	State Infrastructure Bank
JARC	Job Access and Reverse Commute	SIS	Strategic Intermodal System
JPA	Joint Participation Agreement	SMS	Safety Management System
LAP	Local Agency Program	SOV	Single Occupancy Vehicle
LEP	Limited English Proficiency	SR	State Road
LOA	Local Operating Agreement	SHS	State Highway System
LOS	Level of Service	SRTS	Safe Routes to Schools
L RTP	Long Range Transportation Plan	STBG	Surface Transportation Block Grant Program
LUAM	Land Use Allocation Model	STIP	Statewide Transportation Improvement Program
MAP-21	Moving Ahead for Progress in the 21st Century Act	STTF	State Transportation Trust Fund
MOA	Memorandum of Agreement	TA	Transportation Alternatives
MOU	Memorandum of Understanding	TAC	Technical Advisory Committee
MPA	Metropolitan Planning Area	TAZ	Traffic Analysis Zone
MPO	Metropolitan Planning Organization	TD	Transportation Disadvantaged
MPOAC	Metropolitan Planning Organization Advisory Council	TDM	Transportation Demand Management
NAAQS	National Ambient Air Quality Standard	TDP	Transit Development Plan
NARC	National Association of Regional Councils	TDSP	Transportation Disadvantaged Service Plan
NEPA	National Environmental Policy Act	TEA-21	Transportation Equity Act for the 21 st Century
O&M	Operations & Maintenance	TIP	Transportation Improvement Program
OMB	Office of Management and Budget	TMA	Transportation Management Area
OPP	Office of Policy Planning	TRB	Transportation Research Board
PD&E	Project Development & Environment	TRIP	Transportation Regional Incentive Program
PDC	Present Day Cost	TSM&O	Transportation Systems Management & Operations
PE	Preliminary Engineering	ULAM	Urban Land Use Allocation Model
PEA	Planning Emphasis Area	YOE	Year of Expenditure
PPP/PIP	Public Participation Plan/Public Involvement Plan	UPWVP	Unified Planning Work Program
PTO	Public Transit Office	USC	United States Code
RFP	Request for Proposal	UZA	Urbanized Area
ROD	Record of Decision	ZDATA	Zonal Data



MPO Liaison Fact Sheet #2

Acronyms and Definitions

DEFINITIONS

The following list is not all inclusive but does contain definitions that are common to the MPO and FDOT planning processes.

Administrative Modification – a minor revision to a long-range statewide (FTP) or metropolitan transportation plan (LRTP), Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. Does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination.

Amendment – revision to a long-range statewide (FTP) or metropolitan transportation plan (LRTP), TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. Requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

Available Funds – funds derived from an existing source dedicated to or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available.”

Committed Funds – funds that have been dedicated or obligated for transportation purposes. For State funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered “committed.”

Coordination – the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

Designated Recipient – an entity designated, in accordance with the planning process under 49 USC 5303, 5304, and 5306, by the chief executive officer of the State, responsible local officials, and publicly-owned operators of public transportation, to receive and apportion amounts under 49 USC 5336 that are attributable to transportation management areas (TMAs) identified under 49 USC 5303, or a State regional authority if the authority is responsible under the laws of the State for a capital project and for financing and directly providing public transportation.

Financial Plan – documentation required to be included with a metropolitan transportation plan and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of Federal, State, local and private revenues and the costs of implementing proposed transportation system improvements.

Financially Constrained/Fiscal Constraint – the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained.

Long Range Statewide Transportation Plan (Florida Transportation Plan (FTP)) – the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

Metropolitan Planning Area (MPA) – the geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.



MPO Liaison Fact Sheet #2

Acronyms and Definitions

Metropolitan Planning Organization (MPO) – the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

Metropolitan Transportation Plan (Long Range Transportation Plan (LRTP)) – the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process.

National Ambient Air Quality Standard (NAAQS) – those standards established pursuant to section 109 of the Clean Air Act.

Nonattainment Area – any geographic region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the Clean Air Act for any pollutants for which an NAAQS exists.

Obligated Projects – strategies and projects funded under title 23 USC and title 49 USC Chapter 53 for which the supporting Federal funds were authorized and committed by the State or designated recipient in the preceding program year, and authorized by the FHWA or awarded as a grant by the FTA.

Project Selection – the procedures followed by MPOs, States, and public transportation operators to advance projects from the first four years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

Regionally Significant Project – a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guide way transit facilities that offer a significant alternative to regional highway travel.

Revision – a change to a long-range statewide (FTP) or metropolitan transportation plan (LRTP), TIP or STIP that occurs between scheduled periodic updates. A major revision is an "amendment," while a minor revision is an "administrative modification."

Statewide Transportation Improvement Program (STIP) – a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 USC and title 49 USC Chapter 53.

Transportation Improvement Program (TIP) – a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 USC and title 49 USC Chapter 53.

Transportation Management Area (TMA) – an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. DOT Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. DOT Secretary of Transportation.

Unified Planning Work Program (UPWP) – a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Urbanized Area (UA) – a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

District MPO Liaison Fact Sheet #3

Metropolitan Planning Organizations (MPOs)

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MPO Liaison Fact Sheet #3

Metropolitan Planning Organizations (MPOs)

WHAT DOES THE MPO DO?

These activities are necessary for the eligibility of the Metropolitan Planning Organization to qualify for and receive federal transportation funds.

The MPO carries out three major work activities:

1. The development and maintenance of the **Long Range Transportation Plan (LRTP)** which addresses no less than a 20-year planning horizon.
2. The annual update and approval of the **Transportation Improvement Program (TIP)**, a 4-year program for highway and transit improvements (in Florida the TIP is a 5-year document).
3. The development and adoption of the **Unified Planning Work Program (UPWP)** that identifies activities to be undertaken in the metropolitan area by the MPO (in Florida the UPWP is developed and adopted every 2-years).

FLORIDA MPOs

MPO ORGANIZATIONAL STRUCTURE

Traditionally, MPOs have either been considered independent or hosted entities for operational and administrative purposes. Typically, hosted entities are affiliated with another governmental agency, such as a county or regional planning council. National research now shows that MPO organization structures span a continuum ranging from fully independent freestanding MPOs, to MPOs that are an all-in-one agency (as defined below).

Of the 27 MPOs in Florida, a majority are hosted MPOs while the remaining MPOs are independent of a hosting agency. Currently, Florida has no all-in-one agency MPOs. The following are descriptions of the various types of MPO organizational structures:

- **All-in-One Agency** – The agency does not differentiate between MPO functions, non-MPO transportation functions, and all other metropolitan planning functions of a broader agency, commonly known as Council of Governments (COGs).
- **Dual Purpose MPO** – The host leverages MPO planning funds to maintain transportation planning staff that performs both MPO planning and host agency transportation planning functions.
- **Component MPO** – MPO functions are separated from most functions of the host but remain a division of an umbrella agency.
- **Leaning Independent MPO** – The MPO receives some services from one of its member agencies under a severable contract.
- **Freestanding Independent MPO** – The MPO must meet all of its own operating needs.

Most common organizational structure in the state is the DUAL PURPOSE MPO.

MPO BOARD COMPOSITION

Section 339.175(3)(a), F.S. states that "Voting members shall be elected officials of general-purpose local governments, one of whom may represent a group of general-purpose local governments through an entity created by an MPO for that purpose. An MPO may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida."



MPO Liaison Fact Sheet #3

Metropolitan Planning Organizations (MPOs)

As of the 2014 state legislative session, MPO Governing Boards have a membership cap of 25 voting members. MPOs serving areas over 1 million persons tend to have the largest boards while MPOs serving populations below 200,000 tend to have the smallest Governing Boards. Per state statute, FDOT acts as a “non-voting advisor” to each MPO Board.

According to Section 339.175(3)(a), F.S., “In accordance with 23 U.S.C. s. 134, the Governor may also allow MPO members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area which do not have members on the MPO.”

These rotating MPO Governing Board seats allow groups of municipalities (typically smaller population municipalities – often grouped by geographic proximity) to more fully engage in the MPO process by allowing them to rotate on and off the MPO Governing Board as a full voting member – taking turns representing the interests of the municipality they represent.

MPO COMMITTEES

Florida Statute 339.175(6)(d) and (e), requires each MPO to have a Technical Advisory Committee (TAC) and a Citizens Advisory Committee (CAC). These committees meet prior to the MPO Board meetings to develop recommendations for presentation to the MPO Board.

The MPO Board appoints the members of both the TAC and CAC and the appointed members serve at the pleasure of the MPO. Below are brief descriptions of the Committees:

- **Technical Advisory Committee** – consists of transportation professionals working for governments and government agencies who review plans, projects and programs from a technical perspective. The members must include planners, engineers, representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments; as applicable, the school superintendent of each county within the jurisdiction of the MPO or the superintendent's designee, and other appropriate representatives of affected local governments.
- **Citizens Advisory Committee** – provides a mechanism for input into the transportation planning process that reflects the citizen's views and interests. It also assists in disseminating relevant information to the public. Membership on the CAC must reflect a broad cross-section of local residents and must adequately represent minorities, the elderly and the disabled.

Although these are the only committees mandated by Statute, MPOs have the flexibility to utilize other committees at the discretion of the MPO Board. For example, many MPOs have a **Bicycle and Pedestrian Advisory Committee (BPAC)** to provide input to the MPO Board and staff on bicycling and pedestrian-related issues, an issue of high interest in Florida due to the state's well-documented high bicycle and pedestrian crash rate. MPOs may also have other active committees to advise the MPO Board on current or local issues in their area.

MPO ADVISORY COUNCIL

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. It was created by the Florida Legislature [339.175(11), F.S.] as a statewide transportation planning and policy organization to augment the role of individual MPOs in the cooperative transportation planning process.

The organization is made up of a Governing Board consisting of a local elected official from each MPO and a Staff Directors Advisory Committee consisting of the staff directors from each of the MPOs. In addition, the MPOAC includes various committees at any given time, such as a Policy and Technical Subcommittee or Freight Advisory Committee.

For more details on the MPOAC you can view their website at www.mpoac.org.



MPO Liaison Fact Sheet #3

Metropolitan Planning Organizations (MPOs)

INTERLOCAL AGREEMENTS

All MPOs must have an Interlocal Agreement that clearly identifies the responsibilities of each agency involved in assisting the MPO in implementing the metropolitan transportation planning process in accordance with 23 CFR 450.314(a), s. 339.175(2)(b), and s. 339.175(10)(a), F.S. This is accomplished through the execution of an Interlocal Agreement [Form No. 525-010-01] pursuant to the Florida Interlocal Cooperation Act of 1969 [s. 163.01, F.S.]. The parties to this Interlocal Agreement shall be the Department and the governmental entities designated by the Governor for MPO membership including non-voting members. The Department is the only non-voting advisor of an MPO that is required by the State Statute. Non-voting members are considered "advisors" and may be appointed by the MPO "as deemed necessary." The parties to the required planning agreements, and their roles and responsibilities, are detailed in 23 CFR 450.314 and 339.175(10). The Interlocal Agreement is reviewed and updated at least every five years, or sooner when MPO membership changes. [s. 339.175(10)(a), F.S.]

MPOs may also have Interlocal Agreements with local agencies that assist the MPO in implementing the metropolitan transportation planning process, such as local transit agencies, port authorities, etc. For these types of Interlocal Agreements they may only be in effect through the life of a specific project or they might be an on-going agreement that is reviewed and renewed regularly.

Liaisons should refer to the **MPO Program Management Handbook (Chapter 2)** for additional information on MPOs and Interlocal Agreements.

District MPO Liaison Fact Sheet #4

MPO Funds and Agreements

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MPO Liaison Fact Sheet #4

MPO Funds and Agreements

FUNDING SOURCES

MPO planning projects are funded primarily with Federal Highway Administration (FHWA) Metropolitan Planning (PL) funds; however, an MPO may use other eligible funds for planning purposes, provided the guidelines for use of these funds are met. Other funds include FHWA Surface Transportation Block Grant Program (STBG) and Federal Transit Administration (FTA) 5305(d) and 5307, Transportation Disadvantaged (TD), State (D), and Local funds. In addition, an MPO may receive additional federal funds for metropolitan transportation planning, such as FHWA's Congestion Mitigation and Air Quality (CMAQ) funds, Transportation Alternatives (TA) funds, or discretionary grants, such as the U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) program. State and local funds are used to provide the non-federal match for FTA funds. These planning projects and their funding sources must be detailed in the MPO's UPWP.

FHWA FUNDS

FHWA Metropolitan Planning (PL) Funds

The distribution of PL funds to each MPO is accomplished through a formula developed by the FDOT in consultation with the MPOs and must be approved by the FHWA. [23 C.F.R. 420.109(a)]. In developing the formula for the distribution of PL funds, various factors must be considered including population, status of planning, attainment of air quality standards, and metropolitan area transportation needs [23 C.F.R. 420.109(b)]. The formula is updated as needed, such as when there are significant changes in federal law or changes in air quality designations. The Department's Office of Work Program and Budget (OWPB) in Central Office is responsible for applying the PL distribution formula and for tracking the available balance for each MPO. OWPB provides the Districts with a PL tracking report spreadsheet, referred to as the Check PL spreadsheet. It is extremely important that the MPO and MPO Liaison regularly review the Check PL spreadsheet to have the most current information regarding the MPO's available PL balance.

The MPOs available PL balance for a given year includes the following:

- The amount of new PL funds allocated by formula;
- The carry forward funds that have not been obligated/used in the prior years;
- The de-obligated funds from the prior UPWP; and
- The close-out funds from the prior UPWP.

Beyond the first year, the MPOs available balance will include the above.

Surface Transportation Block Grant Program (STBG) Funds

The FHWA Surface Transportation Block Grant Program (STBG) is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, sea and airport access, vanpool, and bicycle and pedestrian facilities. Transit-related planning, research, and development activities are eligible uses of STBG funds. STBG Urban Funds are available to MPOs designated as Transportation Management Areas (TMAs). These funds are coded as SU in the FDOT Work Program for TMAs. The MPO, in consultation with the District, provides input on the use of SU funds. Currently, the State provides 100% of the required match (soft match) to secure SU funds with toll credits. Soft match credits do not appear in the Work Program. However, MPOs need to show it in their UPWPs. Non-TMA MPOs may also be allocated STBG Funds, which may be coded as SA, SN, or SL in the FDOT Work Program.

FTA FUNDS

5305(d) Funds – Metropolitan Transportation Planning

Section 5305(d) funds are used by the MPO staff for in-house planning to support transit planning projects. These funds are distributed according to the apportionment codes laid out in 49 USC §5305(d). (The funds are apportioned initially to the States, using a formula based on each states population in urbanized areas as a ratio against the national population of urbanized areas in all states. The States then apportion the funds to the MPOs, using a formula that considers urbanized area population, provides an appropriate distribution for urbanized areas to carry out the cooperative planning processes, the State develops in cooperation with the MPOs, and that the Secretary of the USDOT approves.) FTA funds require a non-federal match, FTA funds at 80%, with a 20% required non-federal match, made up of 10% State funds and 10% Local funds.

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4-1



MPO Liaison Fact Sheet #4

MPO Funds and Agreements

The specific requirements for these funds are outlined in Form No. 725-030-06, Public Transportation Joint Participation Agreement and Form No. 725-030-06E, Exhibits, and in Department Procedure 725-000-005: Public Transportation Joint Participation Agreement. These forms are available for download from the [FDOT Forms Management System](#).

5307 Funds – Urbanized Area Formula Grants

The 5307 Program is a formula program that funds transit capital and operating assistance in urbanized areas. 5307 funded grants may be used for:

- Capital projects and associated capital maintenance items
- Planning
- Transit Enhancements
- Operating assistance is available to urbanized areas with no fewer than 200,000 individuals at the following levels:
 - Systems that operate 75 or fewer buses in fixed route service during peak service hours, in an amount not to exceed 75% of the share of the apportionment which is attributable to the system as measured by vehicle revenue miles.
 - Systems that operate 76 buses to a maximum of 100 during peak service hours, in an amount not to exceed 50% of the share of the apportionment attributable to the system as measured by vehicle revenue miles.
- Job Access and Reverse Commute (JARC) projects are now eligible for funding under 5307.

Programming of projects for 5307 grants must be developed in consultation with interested parties, including private transportation providers. 5307 funds require a 20% non-federal match, made up of 10% State funds and 10% Local funds. Funds received under a service agreement with a State or local social service agency or private social service organization may be used as match. MPOs must work with their local transit agencies to identify 5307-funded projects and put them in their UPWP.

ADDITIONAL FHWA PROGRAM FUNDS

MPOs may receive additional FHWA program funds from the Department for the purpose of metropolitan transportation planning, such as CMAQ funds, TA funds, or discretionary funds that the Department is responsible for administering. These funds must be reflected on the relevant tasks in the UPWP to ensure reimbursement to the MPO. An amendment may be required to add these to the UPWP. It is the responsibility of the MPO Liaison to ensure that the MPO is using any additional federal funds in accordance with federal and state requirements.

Any additional FHWA program funds provided to the MPO for the purpose of metropolitan transportation planning shall be captured in and administered through the MPO Agreement.

LOCAL FUNDS

Any funds other than state or federal that are applied to the planning program are considered local funds. Local funds are required as a match for FTA funds and may be used to meet a projects costs for other federal funds. All federal and matching funds for metropolitan planning purposes, including local match, must be included in the UPWP.

AGREEMENTS

Depending on the types of funds the MPO is anticipating using will determine the Standard Agreement form to be utilized. There are separate agreement forms for the use of FHWA fund categories and for the use of FTA funds. **Table 1** below shows the type of agreement, description of the agreement, how often it is updated, and the FDOT Form Number.



MPO Liaison Fact Sheet #4

MPO Funds and Agreements

TABLE 1 – FUNDING AGREEMENTS

Agreement	Description	Updated/Revised	Form No.
MPO Agreement <i>FHWA Funds</i>	The MPO Agreement is the standard contract between the MPO and the Department for the expenditure of FHWA administered funds.	The Agreement is a two-year contract, for which the effective dates shall align with the UPWP.	525-010-02-1
Public Transportation Joint Participation Agreement <i>FTA Funds</i>	The standard JPA/contract between the MPO and FDOT for the expenditure of FTA funds.	Contact Public Transit Office	725-030-06

Liaisons should refer to the **MPO Program Management Handbook (Chapter 3, Section 3.5)** for additional information on agreements and the types of funding MPOs use.

District MPO Liaison Fact Sheet #5

UPWP Development, Review and Approval

(beginning on the next page)



MPO Liaison Fact Sheet #5

UPWP Development, Review and Approval

UNIFIED PLANNING WORK PROGRAM (UPWP)

The UPWP provides a biennial planning work program that identifies the transportation planning budget and activities to be undertaken in the metropolitan area. The UPWP includes tasks for two (2) years and the MPO adopts a new UPWP every other year.

The Code of Federal Regulations defines a UPWP as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.” (23 C.F.R. 450.104)

LIAISON RESPONSIBILITIES

District Liaisons are responsible for coordinating with their assigned MPO's for development assistance, implementation, and financial management of funds. Liaisons are also responsible for ensuring the UPWP meets all state and Federal requirements and regulations to ensure funding for current and future projects. Tasks to be completed by the Liaison include:

Development

- Confirmation of an **EXECUTED** contract (MPO Agreement) for PL Funds on file. (Needs to be reviewed every 2 years and updated if necessary).
- In December, the Office of Work Program and Budget (OWPB) provides the Districts and the MPOs with the latest Check PL spreadsheet for UPWP development, including estimated PL fund allocations. (Check PL spreadsheets include separately the Year 1 allocation and, for illustrative purposes, the anticipated Year 2 allocation.) FHWA approves the allocations annually.
- No later than January, the District should begin coordination with the MPO and provide technical assistance to the MPO on preparation of the UPWP. At that time, the District should provide the MPO with any new tasks and the most recent estimates of FHWA and FTA metropolitan planning funds available to the MPO. It is very **IMPORTANT** the Check PL spreadsheets be verified with the UPWP. If there are any discrepancies, FHWA and FTA should be consulted early in the development process for additional discussion.
- Confirm the MPO is developing the UPWP in accordance with a documented public participation plan consistent with 23 C.F.R. 450.316.
- Ensure a Draft version of the UPWP is received from the MPO by March 15th in order to review and provide comments to the MPO.

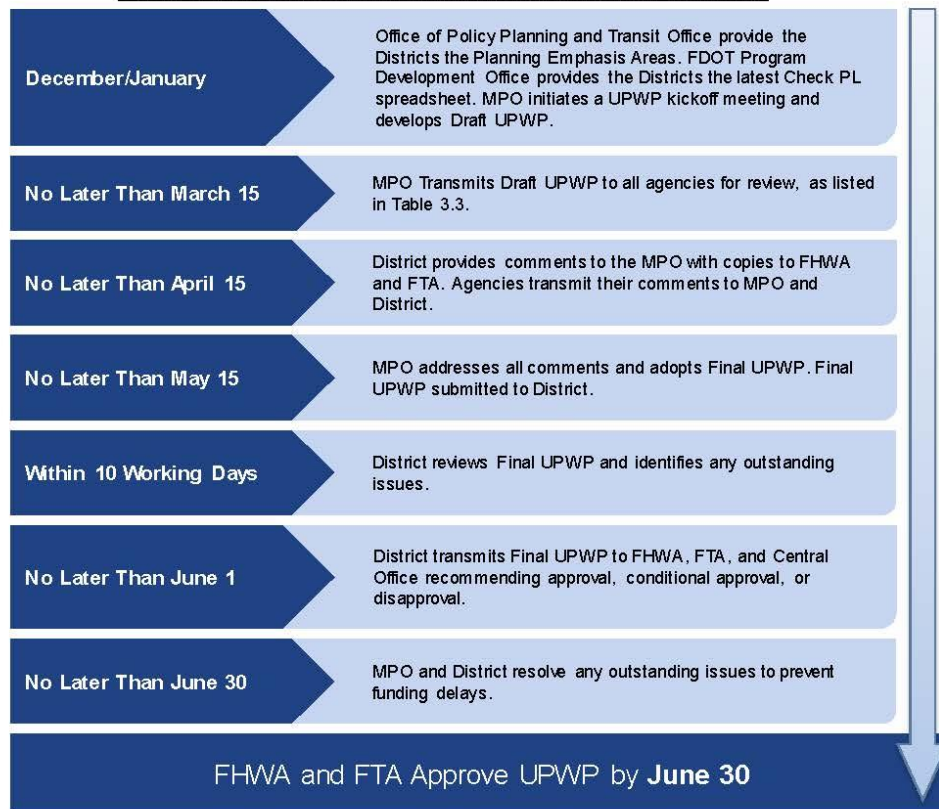
Review

- Within 30 calendar days of receipt of the draft UPWP, the District shall distribute copies internally for review as deemed appropriate to be reviewed for format and content using the **UPWP Checklist** located at the end of Chapter 3 in the **MPO Program Management Handbook**, and must include a review of the Estimated Budget Details. During the 30-day review period, the District will coordinate with the MPO to ensure the UPWP addresses any FDOT concerns.
- District provides comments to the MPO, FHWA and FTA by April 15th.
- Within 10 working days of receipt of the final UPWP, the District shall review the final UPWP for format and content using the **UPWP Checklist** located at the end of Chapter 3 in the **MPO Program Management Handbook**. The checklist includes specific details as to items that should be included in each section of the UPWP.
- By May 15th Liaison receives copies of the MPO Board Adopted UPWP and supporting documents.
- Liaison reviews MPO Board adopted documents and then submits to the District Secretary for approval/signature, before submitting to FHWA, FTA, and Central Office.

Approval

- Liaison has until June 1st to review final documents, and prepare a letter recommending approval, conditional approval, or disapproval and distributes to FTA, FHWA, and Central Office.
- FHWA will send approval letter to the District; the District shall notify the MPO within 10 business days and provide a copy of the approval letter to the MPO.
- Upon submittal of a recommendation letter and no later than June 15, the Liaison/District Federal Aid Coordinator requests initial PL Funds authorization.
- June 30th is the deadline for FHWA and FTA to approve/reject the MPO's UPWP.

FIGURE 1 – DEVELOPMENT, REVIEW AND APPROVAL PROCESS FLOW CHART



Liaisons should refer to the **MPO Program Management Handbook (Chapter 3)** for additional information on the development and review of UPWPs.

District MPO Liaison Fact Sheet #6

UPWP Revisions

(beginning on the next page)



MPO Liaison Fact Sheet #6

UPWP Revisions

UPWP REVISION TYPES

On occasion, a project or line item in the UPWP may require revisions to capture changes in task funding, scope, or other instances. There are two types of UPWP revisions, each with varying change thresholds and each requiring different actions by the FDOT District and by FHWA/FTA. These revision types are as follows:

Amendments are revisions that:

- Are major changes to the FHWA and FTA approved budget or
- Significantly change the scope of the FHWA work task(s) or
- Add or delete a work task(s)

Modifications are revisions that:

- Do **NOT** change the FHWA and FTA approved budget or
- Do **NOT** change the scope of the FHWA funded work task(s) or
- Do **NOT** add or delete a work task(s)

Note: As the termination of the two-year UPWP approaches, an **amendment** will need to be prepared and submitted to process the de-obligation and un-encumbrance of unused funds to ensure that they will be available to the MPO in the first year of the new UPWP.

UPWP REVISION PACKAGE

All contract and UPWP change documentation must be uploaded to FDOT's Florida Accountability Contract Tracking System (FACTS). A complete UPWP amendment or modification should include the following documents:

- Completed UPWP Revision Form (located in the [Forms & Checklists folder](#) on the [OPP Internal SharePoint Site](#))
- MPO Resolution and/or MPO Meeting Minutes Approving UPWP Amendment (*Amendments Only*)
- Revised UPWP Summary Budget Table(s) (Original & Proposed) (*Amendments and Modifications*)
- Revised UPWP Task Sheet(s) (Original & Proposed) (*Amendments and Modifications*)
- MPO Agreement Amendment Form Executed

LIAISON RESPONSIBILITIES

When it appears that the UPWP will require **amendment**, the MPO and the Liaison should jointly prepare and submit a request for an amendment of the UPWP. Amendments require approval (via electronic signature) by the FDOT MPO Liaison and the applicable federal agency. For amendments impacting PL funds, FHWA is the approving agency; for amendments impacting FTA-funded projects, FTA is the approving agency. Once the amendment has been prepared, reviewed, and signed by the MPO Liaison, it should then be sent to the relevant FHWA and/or FTA planner for review and approval.

When it appears that the UPWP will require **modification**, the MPO and the Liaison should jointly prepare a request for modification to the UPWP. Modifications do not require signature by FDOT or by the federal agency; however, the FDOT MPO Liaison should review the modification request and retain it to track changes to funding balances. FHWA also does not sign modifications but does review them; the Liaison should submit these to the relevant FHWA planner. FTA does not review modifications.



MPO Liaison Fact Sheet #6

UPWP Revisions

The Liaison, acting as the Grant Manager for the MPO grant funds in the UPWP, shall perform a cost analysis for all actions taken on the UPWP, including amendments and modifications. This cost analysis shall be documented through signature on the Cost Analysis Statement at the front of the UPWP. The date of signature must reflect the last action taken.

All amendments to the UPWP will require an amendment to the MPO Agreement, as the UPWP acts as the Scope of Work for the MPO Agreement. However, modifications do not require an amendment to the MPO Agreement. For both amendments and modifications, all of the corresponding documentation needs to be uploaded into CFM (Contract Funds Management)/FACTS (Florida Accountability Contract Tracking System).

Liaisons should refer to the **MPO Program Management Handbook (Chapter 3, Section 3.12)** for additional information on UPWP Revisions.

District MPO Liaison Fact Sheet #7

Encumbrance and De-Obligation of Funds

(beginning on the next page)



MPO Liaison Fact Sheet #7

Encumbrance and De-Obligation of Funds

ENCUMBRANCE OF FUNDS

The Central Office's PL Funds Coordinator provides the MPO District Liaisons with each MPO's available balance and authorization amount. A MPO's available balance for a given year may include the following:

- The amount of new PL funds allocated by formula;
- The carry forward funds that have not been obligated/used in the prior years;
- The de-obligated funds from the prior years' UPWP; and
- The close-out funds from the prior UPWP.

LIAISON RESPONSIBILITIES

1. Receive PL Fund Authorization and Encumbrance Spreadsheet from PL Funds Coordinator at Central Office.
2. Submit a Request for Authorization (RFA) from District Federal Aid Coordinator.
3. Request to encumber the funds in the Contract Funds Management (CFM) System.
4. Receive automatic email with the FDOT Funds Approval and FHWA Funds Approval.
5. Prepare the Letter of Authorization to the MPO and enclose the FDOT Funds Approval.
6. Upload Letter of Authorization and FDOT Funds Approval into Florida Accountability Contract Tracking System (FACTS).
7. Complete the Contract Status Change form, attach a copy of the Letter of Authorization and FDOT Funds Approval, and send email to Financial Services.

For the initial allocation, the Request for Authorization must be submitted by June 15 to allow sufficient time for review, processing, and conditional approval before July 1. The FDOT Funds Approval will show that the initial encumbrance is a "review encumbrance" and the funds will automatically be encumbered July 1 with the executive approval of the budget.

UNENCUMBERING AND DE-OBLIGATING FHWA FUNDS

Unencumbering is the Department's process for freeing up funds and budget that were programmed on a project. De-obligating is the permission given by the federal agency to remove unexpended, authorized funds. The Department must unencumber funds before the federal agency can de-obligate the funds. By April 15, the MPO must notify the District Liaison how much money the MPO plans to de-obligate.

Unencumbering releases authorized funds that the MPO is not anticipating spending by the end of the two-year UPWP. The process starts six months prior to the end of a UPWP, releasing funds from the existing UPWP, then adds the unencumbered funds to year 1 of the new two-year UPWP. If the MPO does not unencumber funds, the unspent FHWA funds go through the close-out process and are available to the MPO during year 2 of the new UPWP.

LIAISON RESPONSIBILITIES

1. By May 1, process the MPO's UPWP amendment, TIP modification, and amended MPO agreement through the MPO Document Portal to unencumber funds.
2. Upon FHWA approval of the UPWP amendment, execute the MPO agreement and enter the request to unencumber funds in CFM.
3. After the approved Electronic Signature Documents (ESD) are issued, the District Federal Aid Coordinator will distribute a copy of the ESD to the District MPO Liaison.
4. Forward a copy of the executed, amended MPO agreement to the MPO.
5. Notify the District Federal Aid Coordinator to complete the de-obligation process in the CFM system. Once the de-obligation process is complete, notify the PL Funds Coordinator.

Refer to the MPO Program Management Handbook, Chapter 3, for more specific information regarding Authorization of Funds and De-Obligation Requests.



MPO Liaison Fact Sheet #7

Encumbrance and De-Obligation of Funds

The unencumbered funds will be available for use during the first fiscal year of the new UPWP after October. Liaisons should refer to the **MPO Program Management Handbook (Chapter 3, Sections 3.9 and 3.10)** for additional information on encumbrances and de-obligation of funds.

District MPO Liaison Fact Sheet #8

Federal and State Certification Process

(beginning on the next page)

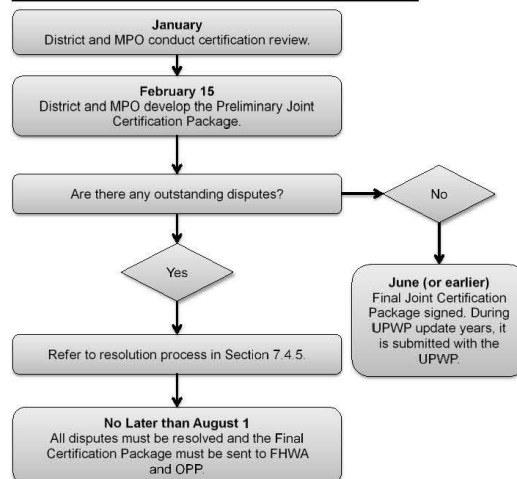
JOINT STATE CERTIFICATION PROCESS

23 C.F.R. 450.336 requires that the State and MPO annually certify each MPO's planning process. The purpose of certification is to make sure that the metropolitan planning process is addressing the major transportation issues in the MPO area, to identify any issues that the MPO may be having, to identify the MPOs noteworthy practices and achievements, and to confirm that the planning process is being conducted in accordance with the following:

1. The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 C.F.R. Part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
4. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Public Law 114-357) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in "Transportation for Individuals with Disabilities" (49 C.F.R. Parts 27, 37, and 38);
8. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. 23 U.S.C. Part 324 regarding the prohibition of discrimination on the basis of gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

The joint certification process begins in January. All certification questions must be answered, every year. The District will send a Final Joint Certification Package to FHWA, FTA, and OPP. **Figure 1** shows the process and important deadlines for the Joint State Certification Review process.

FIGURE 1 – JOINT STATE CERTIFICATION PROCESS



Source: MPO Program Management Handbook, Chapter 7.



MPO Liaison Fact Sheet #8

State and Federal Certification Process

Instructions on how to complete the certification are available in the Certification Process Section of the [FDOT Joint Certification – Master Certification Document](#), which includes the list of certification questions. The Master Certification document is available for download from the [FDOT Forms Management System](#). Please refer to **Chapter 7** of the *MPO Program Management Handbook* for a complete list of items to include in the preliminary Certification Package.

RISK ASSESSMENT

Federal regulation (2 C.F.R. 200.331) requires a Risk Assessment for all sub-recipients of federal funds, such as MPOs. MPOs are evaluated on a percentage scale that assigns a level of risk to each MPO, which is updated each year through the annual Joint Certification process. The results of the MPO Risk Assessment determine the **minimum** frequency of which the MPO's supporting documentation for invoicing is reviewed by FDOT MPO Liaisons for the upcoming State fiscal year. Please note that the MPO Liaison has the authority to request more frequent or detailed documentation than the minimum determined by risk level, if necessary. The minimum frequency of review is based on the level of risk below:

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

The certification and risk assessment are conducted in January, and examine the MPOs processes for the prior calendar year. When the certification is finalized in June, the monitoring based on the level of risk assessed goes into effect July 1, for the upcoming State fiscal year.

FEDERAL CERTIFICATION REVIEW PROCESS

Federal law requires the FHWA and the FTA certify that the metropolitan transportation planning process in TMA's is carried out in accordance with applicable provisions of federal law at least once every four years. [23 U.S.C. 134 (k)(5), and 49 U.S.C. 5303 (k)(5).

Two months prior to the quadrennial certification review, the FHWA shall contact the MPO and the district to schedule the certification review of the metropolitan planning process. The FHWA's advance notification letter is sent to the MPO with copies to the appropriate District Secretary and the Office of Policy Planning.

The quadrennial certification review will consist of four parts:

- Document Review
- Site Visit
- Written TMA Certification Report
- Closeout Meeting

Following the site visit, FHWA and FTA produce a written report of the certification. This report summarizes the findings of the document review and the site visit, including any comments from the public meeting that takes place as part of each site visit. In addition, the report includes noteworthy practices that the MPO is performing, recommendations for areas that the MPO could improve upon, and any corrective actions and the timeframe that these must be addressed within.

Please refer to **Chapter 7** of the *MPO Program Management Handbook* for a complete list of the Federal Certification Topics and the guidelines for Public Involvement.



MPO Liaison Fact Sheet #8

State and Federal Certification Process

LIAISON RESPONSIBILITIES

Joint State Certification

- In January, the Liaison will contact the MPO to schedule a Certification Review meeting. Liaisons will also provide the questions to the MPO that require responses. The Review meeting should be scheduled to allow for the District to prepare the Preliminary Joint Certification Package by February 15.
- Liaisons will coordinate with MPOs to ensure that they are in accordance with requirements of federal law and regulations for the MPOs transportation planning process.
- During the Review meeting the Liaison and MPO Staff will review all of the planning requirements mandated by the 10 areas of law referenced in Section 7.3 and questions discussed in Section 7.5 of the MPO Program Management Handbook. Issues will be identified, discussed, and resolution sought by all parties, as appropriate.
- By February 15, Liaisons will prepare a Preliminary Joint Certification Package for review by the MPO. The MPO has a maximum of 15 calendar days to respond to the District concerning the contents of the Preliminary Joint Certification Package.
- Liaisons will send the Final Joint Certification Package along with the Final UPWP to the Office of Policy Planning, the Florida Division of FHWA, and FTA (for a total of three copies). Extra time to resolve disputes may be needed; however, the deadline is **August 1**. This will allow OPP ample time for review. All joint certifications must be approved before the FDOT Secretary can request approval of the STIP from FHWA and FTA.

Risk Assessment

- Liaisons will use Section 5 (Finances and Invoicing) of the [FDOT Joint Certification – Master Certification Document](#) to satisfy the Risk Assessment requirements described in 2 C.F.R. 200.331.
- Liaisons will update the Risk Assessment annually as part of the Joint State Certification process that is conducted each January.

Federal Certification

- Liaisons will coordinate with MPOs to ensure that they are in accordance with requirements of federal law and regulations for the MPOs transportation planning process.
- Liaisons shall review Federal Certification Questions and Responses from the MPO to ensure all facts and best practices regarding the quality of the planning process are included.
- Liaisons will attend the Federal Certification Site Visit.
- Liaisons will coordinate with the MPO to correct any deficiency's that are found during the Review Process.

Liaisons should refer to the **MPO Program Management Handbook (Chapter 7)** for additional information on the State and Federal Certification Process.

District MPO Liaison Fact Sheet #9

Invoice Processing and Progress Reporting

(beginning on the next page)



MPO Liaison Fact Sheet #9

Invoice Processing and Progress Reporting

INVOICE PROCESSING

The MPO Agreement requires MPOs to submit invoices to the FDOT on a quarterly or monthly basis. The MPO Agreement requires that invoices are due no later than 90 days after the end of the reporting period, and 90 days after the end of the second year of the two-year UPWP. A progress report must accompany each invoice an MPO submits to the District for each invoice packet.

Invoice packet must include:

1. MPO Name & Contact Information, including address, phone, and fax number;
2. District Contact Information;
3. Invoice number, using the following format: **FHWA-[Agreement Number]-[Invoice Number]** (for example, FHWA-G001-01, FHWA-G001-02, etc.)
4. Invoice period;
5. Contract number, including amendment number and modification number;
6. Amount due by Financial Project Number;
7. A listing of the tasks in the UPWP;
8. The amount due by UPWP task and by fund type;
9. The amount of FHWA funds due by UPWP task;
10. The amount of previous payments of FHWA funds by UPWP task;
11. The amount of FHWA funds budgeted by task in the UPWP;
12. Column totals; and
13. The Request for Payment Certification, signed by an authorized MPO official, and reflecting the location of the supporting documentation for the invoice.

LIAISON RESPONSIBILITIES

1. The MPO, in consultation with the District, determine invoice detail.
2. District Liaisons shall have **three (3) business days** to review an MPO invoice and submit to the District Financial Services Office (FSO) for further processing and submittal to the Department of Financial Services for payment.
3. Using the check list below, the District Liaison should carefully review the invoice packet.
 - a. The time frame for this review varies, however Title 23 U.S.C. 104(d)(2)(B) states that, "no later than business 15 days after the date of receipt by a State of a request for reimbursement of expenditures made by a metropolitan planning organization for carrying out section 134, the State shall reimburse" the MPO.
 - b. If the invoice is not complete, or the District Liaison has questions, the District Liaison should email the MPO (print email and include with invoice) requesting additional information or clarification. The 15-business day timeframe will start over upon receipt of resubmitted invoice.
4. Upon receipt of an invoice package from the MPO, the District Liaison must follow the steps outlined in the District Liaison Invoice Review Checklist prior to submitting to the FSO. This checklist is available for download by the FDOT District Liaison on the [FDOT MPO Coordination SharePoint Site](#).

District MPO Liaison Fact Sheet #10

Work Program Development

(beginning on the next page)

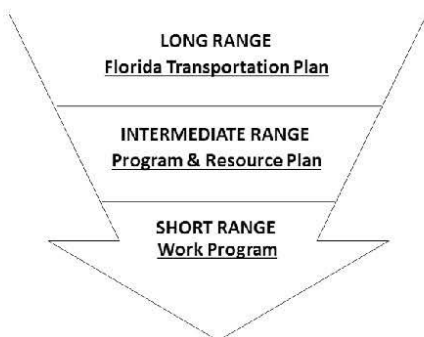
WORK PROGRAM DEVELOPMENT

The FDOT Work Program is a five-year plan of transportation projects, updated annually for the new 5th year. (It is mandated by state law; must be financially constrained by funds reasonably expected to be available; have a commitment to stability; and be developed cooperatively from the outset with the various metropolitan planning organizations of the state and include, to the maximum extent feasible, the project priorities of metropolitan planning organizations.) The Work Program is overseen by the Florida Transportation Commission.

The Department's Programs are driven by policy and program objectives outlined in the Florida Transportation Plan (FTP). Those policies and objectives are translated into how the funds are divided into program areas over a 5-year span. This is the Program and Resources Plan that contains the 5 program areas and anticipated revenue.

The Program and Resource Plan contains 5 program areas:

- Product
- Product Support
- Operations and Maintenance
- Administration
- Other



based upon:

- Maintain Existing Program
- Cost Estimate Update
- Safety & Security
- Preservation, Operations, Systems Management (Maintenance)
- Capacity Improvements
 - SIS Priorities
 - MPO/TPO Priorities

Chapter 339, Section 339.135 F.S.

(b) "District Work Program" means the 5-year listing of transportation projects planned for each fiscal year which is prepared by each of the districts and which must be submitted to the central office for review and development of the tentative work program.

(c) "Tentative Work Program" means the 5-year listing of all transportation projects planned for each fiscal year which is developed by the central office based on the district work programs.

(d) "Adopted Work Program" means the 5-year work program adopted by the department as provided in subsection (5).

The Five-Year Work Program further refines the department's short-range component of programs and funding commitments. The Work Program is developed by the District based on policies and anticipated funding that can be found in the Work Program Instructions and the companion Schedules A and B.

The Work Program contains the specific transportation projects and services to be undertaken during the next five fiscal years. The department's commitment to the mission is to maintain the projects in the first 3 years of the Work Program. The District annually updates the cost estimates of all existing and future projects to retain the first four years of the program to the maximum extent feasible. The 5th year is new and new projects and project phases are added. Projects selected for funding and retention are

The MPO's also develop a List of Project Priorities (LOPP) and Transportation Improvement Program (TIP), which determines and prioritizes projects to be implemented based on the MPO's Long Range Transportation Plan (LRTP).

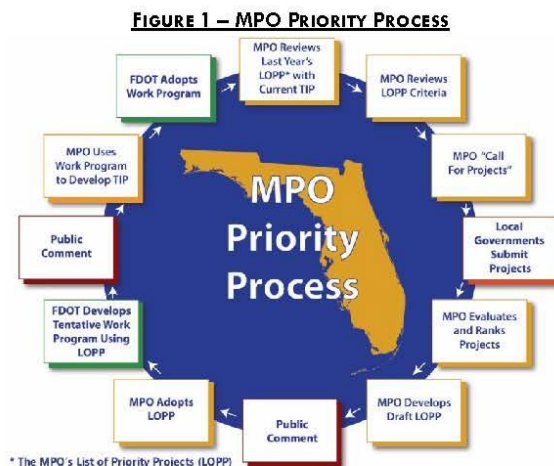
The Districts hold public hearings on the Five-Year Work Program before it is submitted for approval to the Florida Transportation Commission and the State Legislature.

Development of the Work Program is a cyclical process that involves two distinct sequences: tentative and adopted. From January – July estimates are updated for projects currently in the Work Program and for new projects that will be added to the Work Program. The Work Program opens in July to add projects which begins the Tentative Work Program Development Cycle. Simultaneously, the MPO/TPO submits a List of Project Priorities (LOPP) by October 1st. In November, the Tentative Work Program includes new projects in the new 5th year, as well as for projects that have been advanced. The Districts hold public hearings on the Tentative Work Program from November to December, in which comments are received from the public. This version of the Tentative Work Program is then downloaded to create the MPO/TPO's Transportation Improvement Program (TIP), which is adopted in the April/May time frame. The Tentative Work Program continues through the review and legislative process. On July 1st the Tentative Work Program is adopted by the Governor and becomes the Adopted Work Program, at which point the Work Program development cycle begins again by updating estimates and adding projects to the new 5th year of the program.

MPO/TPO priorities are due to the District by October 1st as an input to the development of the Tentative Work Program.

MPO PRIORITY PROCESS

MPOs review their priorities in the Spring/Summer of each year. Figure 1, shows the MPO Priority Process.



WORK PROGRAM DEVELOPMENT CYCLE

The following agencies are involved in the development of the Work Program:

- FDOT Executive Committee
- 7 District Offices
- Turnpike Enterprise
- 12-15 Central Office Bureaus
- 27 Metropolitan Planning Organizations
- 67 County Governments
- Legislative Committees
- Department of Economic Opportunity
- The Federal Government
- Florida Transportation Commission
- Executive Office of the Governor
- General Public

Figure 2, shows the Work Program Development Cycle.

FIGURE 2 – WORK PROGRAM DEVELOPMENT CYCLE

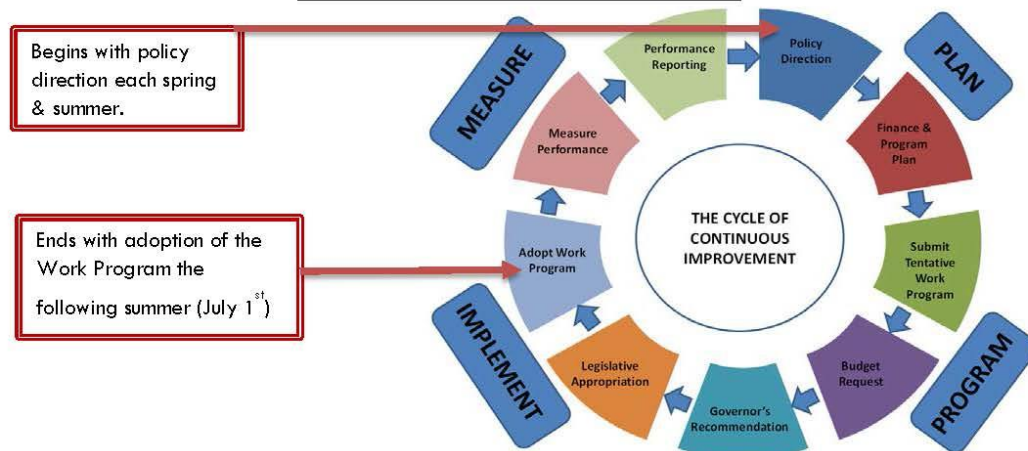


FIGURE 3 – IMPORTANT DATES DURING WORK PROGRAM DEVELOPMENT CYCLE



Figure 3, shows some key dates in the development of the Work Program. The Tentative Work Program Development Cycle refers to the period of time between mid-July and mid-January in which the Districts/Turnpike Enterprise and Central Office can update or add to the projects currently programmed in the WPA within the Tentative Work Program years.

LIAISON RESPONSIBILITIES

1. Liaisons are to coordinate with MPOs in updating project estimates for projects listed on the MPOs List of Project Priorities (LOPP) that the MPOs would like to add to the new Work Program. This occurs between January and July.
2. Liaisons receive MPOs List of Project Priorities (LOPP) by October 1st.

Districts hold public hearings in November-December on the Tentative Work Program, which includes all projects that will be added to the new 5th year, as well as those that have been advanced. Comments will be received and the Tentative Work Program Development Cycle will end in January.

Figure 2, shows the Work Program Development Cycle.

FIGURE 2 – WORK PROGRAM DEVELOPMENT CYCLE

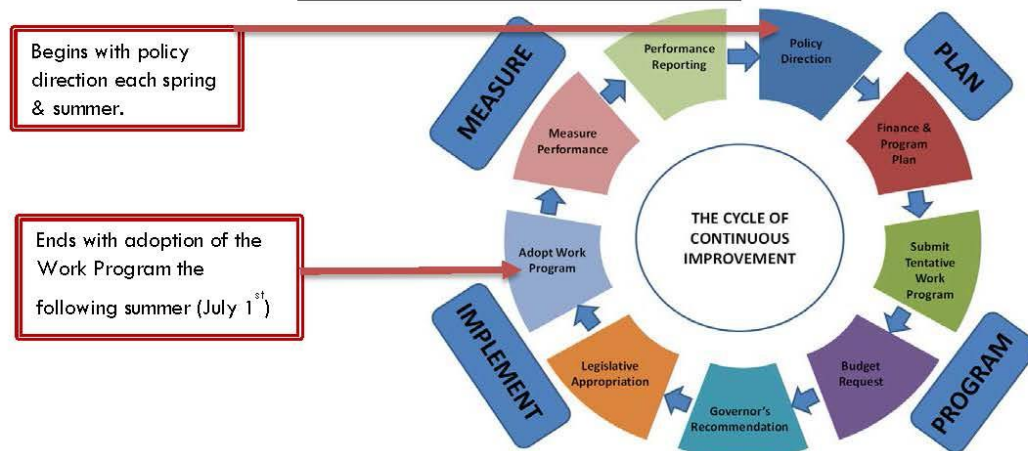


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District MPO Liaison Fact Sheet #11

TIP Development and Review

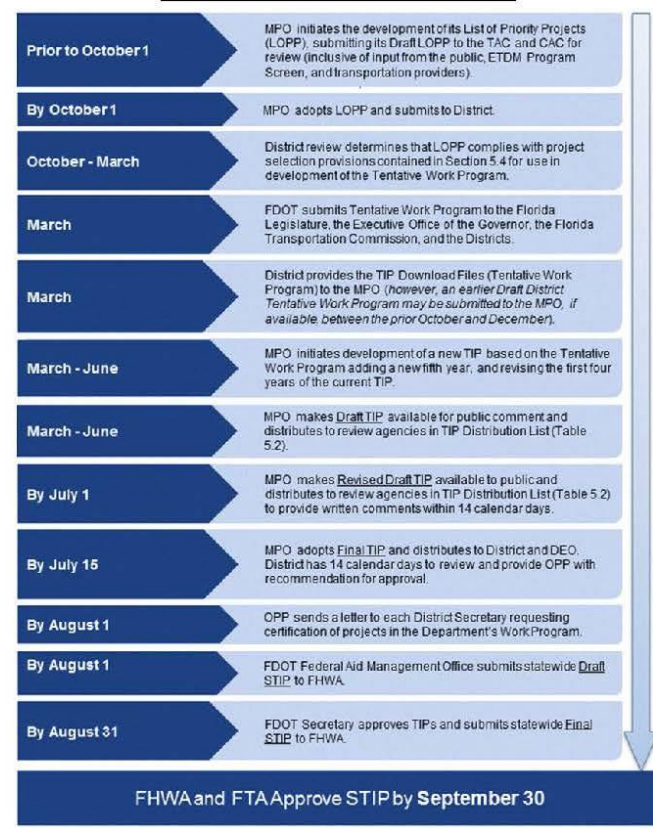
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TIP DEVELOPMENT

The MPO is required by 23 U.S.C. 134(i) to develop a Transportation Improvement Program (TIP). The Code of Federal Regulations define the TIP as a “prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.” [23 C.F.R. 450.104]

State law requires an MPO’s TIP to cover a period of five years, not four; 339.175(8)(c)(1), F.S. states that the TIP shall include “projects and project phases to be funded with state or federal funds within the time period of the transportation improvement program and which are recommended for advancement during the next fiscal year and 4 subsequent fiscal years. This makes the TIP consistent with FDOT’s Five-Year Work Program. However, the fifth year of the TIP is considered illustrative for purposes of federal authorization, i.e. it is not federally recognized. Because of this, the State Transportation Improvement Program (STIP) only covers the immediate 4 fiscal years. The TIP is developed in cooperation with the Department and public transit operators. [23 C.F.R. 450.326(a)] **Figure 1** shows the process for the development of the TIP.

FIGURE 1 – TIP DEVELOPMENT SCHEDULE





MPO Liaison Fact Sheet #11

TIP Development and Review

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVIEW PROCESS

Upon receipt of the TIP from the MPO, the District must review the TIP within 14 calendar days from the date of receipt and provide its comments and recommendations to the Office of Policy Planning. District review should assess the TIP's consistency with:

1. Federal and state laws and regulations including 23 C.F.R. 450, and 339.175, F.S., and the authorities listed in Chapter 5 of the MPO Program Management Handbook.
2. The Department's Work Program including changes in priorities, phasing, project cost estimates and funding resources and categories as required by 23 C.F.R. 40.326 and 339.175(8), F.S.
3. The LRTP's priorities, projects, funding and policy, goals and objectives as required by 23 C.F.R. 450.326(i) and 339.175(8)(c)(5), F.S.
4. All of the federal and state requirements listed in Chapter 5 of the MPO Program Management Handbook and in a format that can be readily understood.

District Review should verify:

1. Estimates of total costs and revenues for the program period as required by 23 C.F.R. 450.326(i) and Subsection 339.175(8), F.S.
2. The need for a transit project or service is identified in the Transit Development Program (TDP).

If the District cannot recommend the TIP approval based on federal and state law or regulation, the District should coordinate with the MPO to resolve deficiencies and issues before forwarding its comments and the TIP submittal package to the Office of Policy Planning (OPP).

LIAISON RESPONSIBILITIES

- No later than July 15, the MPO should submit its adopted TIP to the District for review.
- Liaisons review the TIP and prepare written comments within 14 calendar days of receipt from the MPO (no later than August 1).
- Liaisons transmit their written comments and recommendations to the MPO and all review agencies.
- Liaisons then coordinate with the MPO to resolve any issues or comments as soon as possible since federal-aid funding cannot be approved until the TIP is approved and incorporated into the STIP by October 1 of each year.
- Upon resolution of comments, the MPO transmits the final TIP to the District. Liaisons recommend approval to the Office of Policy Planning.

Liaisons should refer to the **MPO Program Management Handbook (Chapter 5)** for additional information on the development of the TIP and the review process.



MPO Liaison Fact Sheet #11

TIP Development and Review

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Liaisons should refer to the **MPO Program Management Handbook (Chapter 5)** for additional information on the development of the TIP and the review process.

District MPO Liaison Fact Sheet #12

TIP/STIP Revisions

(beginning on the next page)

TIP/STIP REVISION TYPES

There are times when the TIP/STIP requires revisions to accommodate things such as project scope changes, project cost changes, or the addition or deletion of a project to the TIP and STIP. These changes may be classified as either an Amendment or an Administrative Modification:

Amendments are changes that:

- Add a new individual project to the TIP/STIP.
- Adversely impact the fiscal constraint of the TIP/STIP.
- Result in major scope changes.
- Delete an individually listed project in the TIP/STIP.
- Result in a project cost increase greater than 20% and \$2 million.

Administrative Modifications are relatively minor changes to project cost or scope that do not meet the amendment criteria.

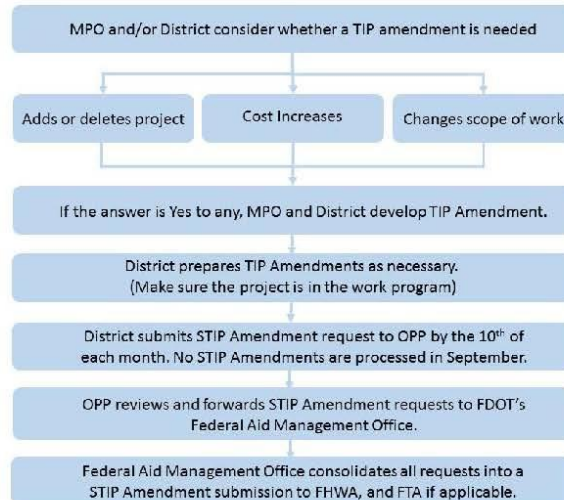
Amendments require review and approval by FDOT (District and Central Office) and the relevant federal agency (FHWA or FTA). Modifications do not require this review.

Notes on the TIP/STIP Amendment Thresholds:

- A project as defined in the TIP/STIP is identified with a unique Federal Project number – this means that the addition of a phase on an existing TIP/STIP project *will* trigger the new project amendment threshold.
- Note that the fifth year of the TIP/STIP is informational; therefore, advancing a project from the fifth year *will* trigger the new project amendment threshold.
- The three most common reasons for TIP/STIP amendment:
 - New individual project
 - Major scope change
 - Cost increase > 20% and \$2,000,000

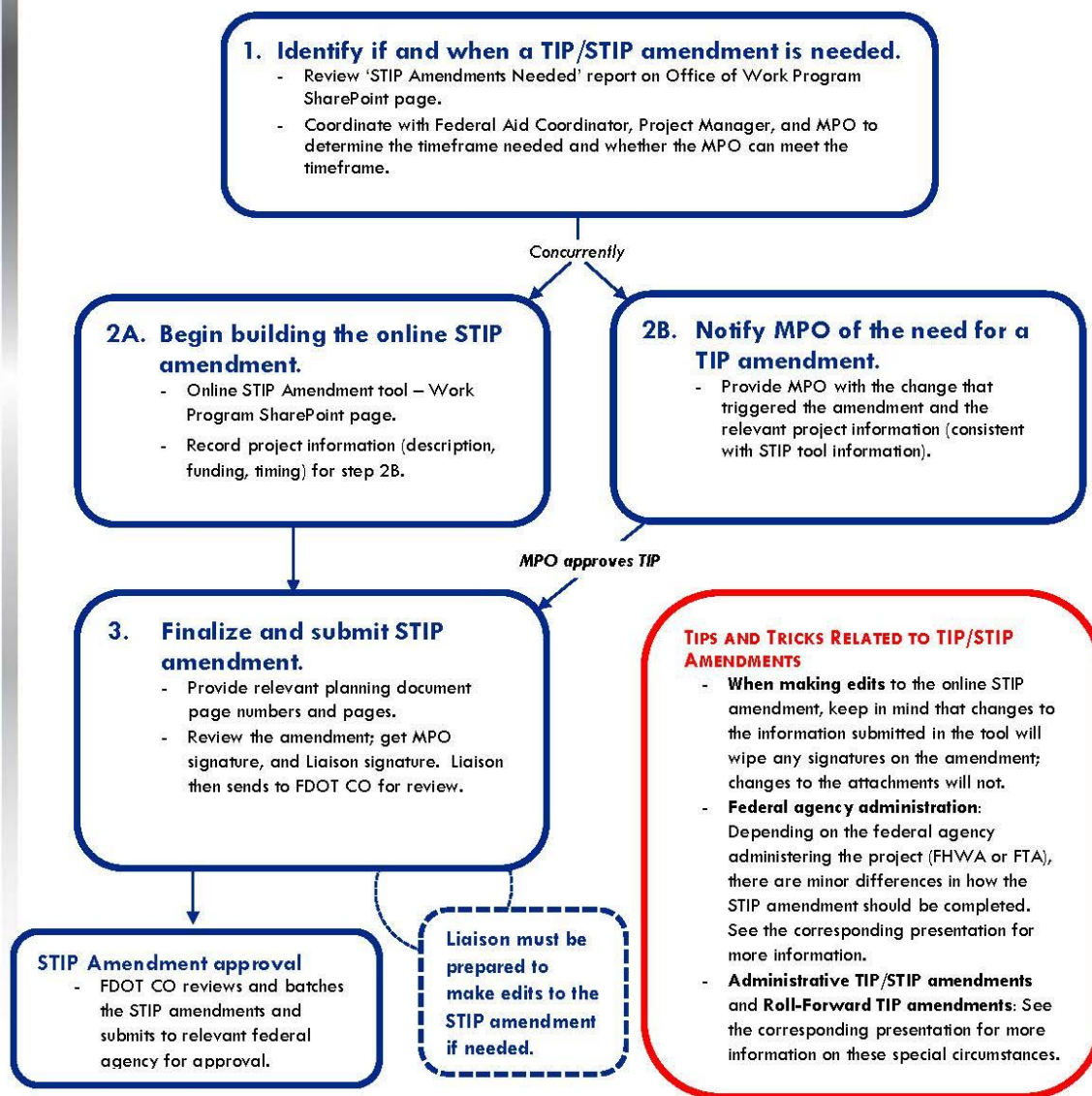
Figure 1 displays the TIP/STIP Amendment process. This process begins with the identification of needed TIP/STIP Amendments (project changes that meet the Amendment criteria above). The Liaison then assists the MPO to process the TIP Amendment. Once that is completed, the Liaison processes the corresponding STIP Amendment, submitting to FDOT Central Office by the 10th of each month. From CO, the Amendments are submitted to FHWA and FTA for approval.

FIGURE 1 – TIP/STIP AMENDMENT PROCESS



LIAISON RESPONSIBILITIES

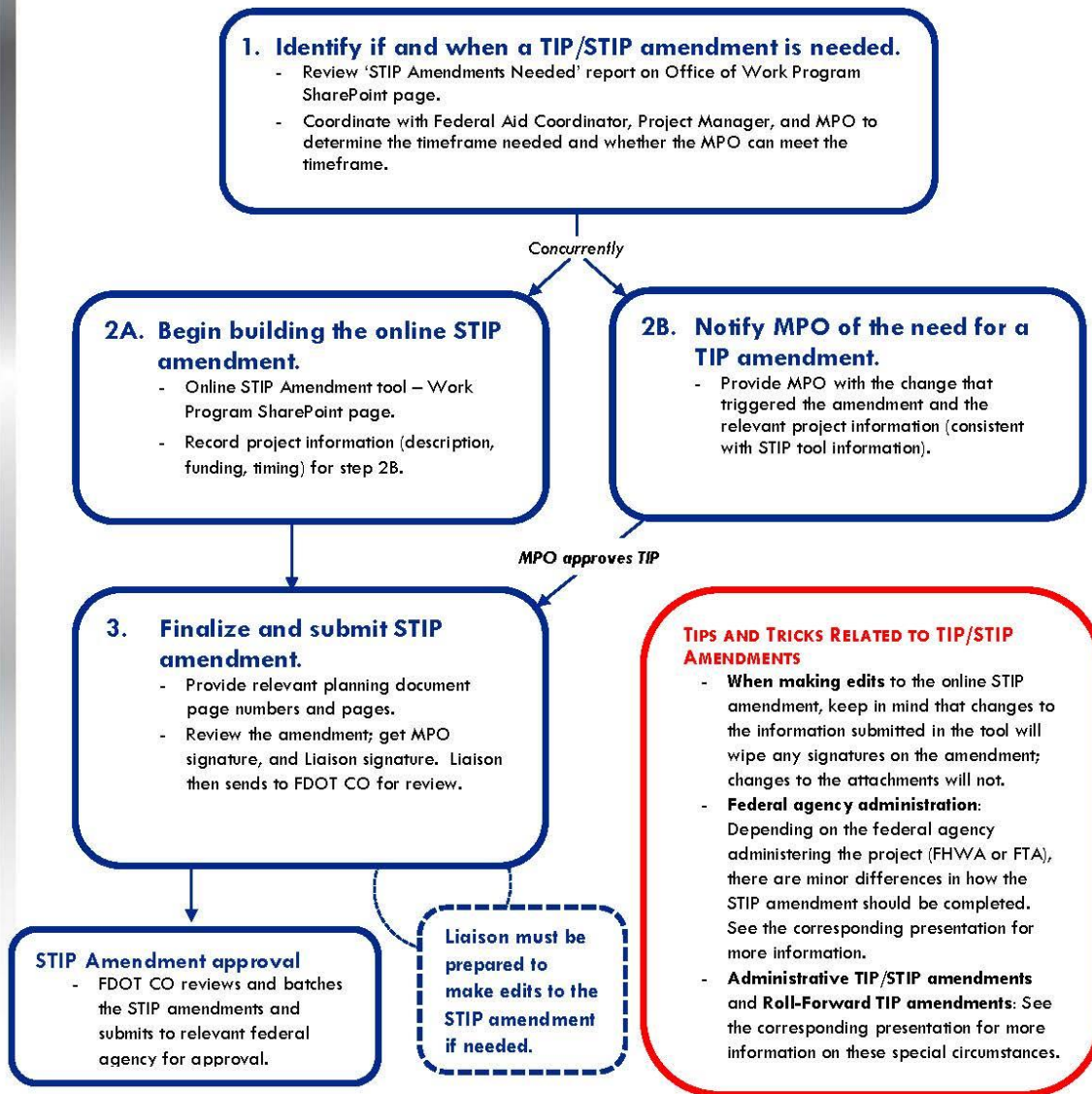
FIGURE 2 – LIAISON RESPONSIBILITIES



Liaisons should refer to the **MPO Program Management Handbook (Chapter 5)** for additional information on TIP/STIP Revisions.

LIAISON RESPONSIBILITIES

FIGURE 2 – LIAISON RESPONSIBILITIES



Liaisons should refer to the **MPO Program Management Handbook (Chapter 5)** for additional information on TIP/STIP Revisions.

District MPO Liaison Fact Sheet #13

L RTP Development, Review and Revisions

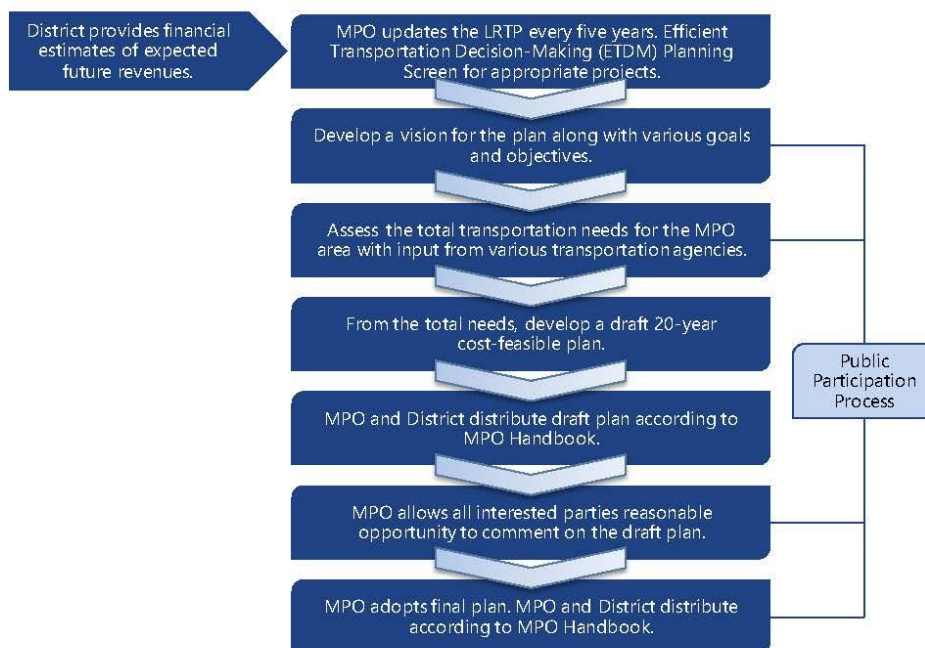
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L RTP DEVELOPMENT AND REVIEW

The MPO is responsible for developing a Long-Range Transportation Plan (L RTP) that addresses no less than a 20-year planning horizon from the date of the plan update adoption. In Florida, the MPOAC adopts guidelines clarifying the base and horizon years for each MPO's L RTP update.

The intent and purpose of the L RTP is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through urbanized areas of this state, while minimizing transportation-related fuel consumption and air pollution. As per 23 CFR §450.324(f), the L RTP must include projected transportation demand, existing and proposed transportation facilities, operational and management strategies to improve the performance of existing transportation facilities, long-range transportation investments and activities, and a financial plan that demonstrates how the plan can be implemented, among other requirements. **Figure 1** demonstrates the L RTP Development and Approval Process.

FIGURE 1 – L RTP DEVELOPMENT AND APPROVAL PROCESS



Please refer to **Chapter 4** of the **MPO Program Management Handbook** for a more detailed look at what is included in the development of the L RTP and the review process. Chapter 4 also includes a checklist to assist MPOs and District Liaisons when reviewing the L RTP.

L RTP REVISIONS

Besides the 5-year update cycle, there are times when an MPO may find it necessary to revise the L RTP. The Code of Federal Regulations defines two types of revisions. They include administrative modifications and amendments. **Figure 2** illustrates the process for L RTP amendments.

Administrative Modification

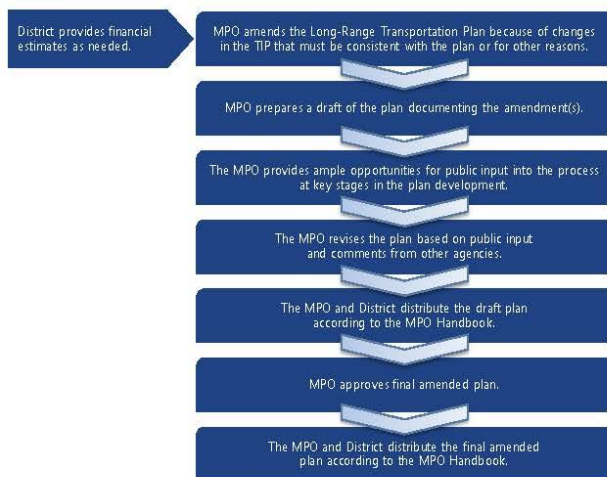
Minor changes to project/phase costs, funding sources, or project/phase initiation dates.

DOES NOT require public review and comment or re-demonstrating fiscal constraint.

Amendment

Adding or deleting projects from the plan, Major changes to project costs, initiation dates, or design concepts and scopes for existing projects. **DOES** require public review and comment in accordance with the L RTP amendment and Public Involvement processes, and re-demonstrating fiscal constraint.

FIGURE 2 – L RTP AMENDMENT PROCESS



LIAISON RESPONSIBILITIES

- Liaisons need to coordinate with MPOs to ensure that all Planning Factors are addressed in the plan.
- Liaisons will review the L RTP to ensure that all Federal Law and Regulations along with State Requirements are met.
- Liaisons need to coordinate with MPO staff to ensure that the appropriate Public Outreach is conducted.
- Liaisons and MPO distribute the L RTP to the appropriate parties as specified in Chapter 4 for review and final approval of the L RTP.

Liaisons should refer to the FDOT/FHWA guidance document **Florida L RTP Amendment Thresholds** for further guidance on changes that would trigger an L RTP Amendment.