



Statewide Collaboration Meeting

Location: Microsoft Teams

Date: July 17, 2024

Wednesday, July 17th

Florida Metropolitan Planning Partnership (FMPP) Meeting Summary

Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Florida's Metropolitan Planning Organizations (MPOs) met to collaborate on transportation planning activities in Florida. The partnership between these entities provides valuable support for funding and program implementation.

Welcome & Introductions

Donna Green, FDOT Office of Policy Planning (OPP), introduced the FDOT team and welcomed everyone to the meeting. Donna introduced Karen Brunelle, Director of the FHWA Florida Division Office of Project Development, and Rober Sachnin, Director of the FTA Region 4 Office of Planning and Program Development, and the following presenters:

- Julie Adamson, CPA, Director, Office of Work Program and Budget (OWPB);
- Joel Worrell, Transportation Data Inventory Manager, Transportation Data and Analytics (TDA) Office;
- Reginal Colson, Transportation Performance Measure (TPM) Coordinator, Systems Forecasting & Trends Office (STFO);
- Terry Watson, State Disadvantaged Business Enterprise (DBE) Coordinator, Equal Opportunity Office (EOO);
- Dana Knox and Carlos A. Gonzalez, Transportation Planning Specialists, FHWA – Florida Division;
- Jennifer Carver, Statewide Resilience Planning Coordinator, OPP



- Housekeeping
 - American Institute for Certified Planners (AICP) and Professional Engineer (PE) credits will be provided for this course.
 - AICP information is available here:
<https://planning.org/events/eventsingle/9293372/>

Work Program Updates – Julie Adamson

Julie Adamson, OWPB, provided Work Program updates.

- The previous Unified Planning Work Program (UPWP) cycle ended on July 30 and the new cycle began on July 1.
- Roll forward takes place in October. The Spring de-obligations from the prior cycle become available.
- The new PL apportionment and second PL authorization occur in October.
 - Once all allocations are provided, OWPB calculates the 80/20 rule.
- Work Program Development Key Dates:
 - August 1: Deadline for MPOs to send their project/priority lists to OWPB.
 - October 7: Public Hearings begin.
 - October 31: Statewide Programs close.
 - December 20: Public Hearings are completed.
 - January 15, 2025: Snapshot for draft Tentative Work Program is provided.
 - March 4, 2025: Legislature Convenes.
- Initial de-obligations take place in the Spring of Year 2, between April and June. This allows them to be used in Year 1 of the upcoming UPWP cycle.
- Closeout de-obligations are funds that remain after final invoice is submitted. They are processed either before or after September 30 of Year 2 and become available in Year 2. A UPWP amendment is required in order to use these funds.
- Julie provided the current PL Balances as of July 1 and the PL Funding for FTA 5305(d). OWPB shared this information with OPP. OPP will share this information with the attendees.
- On July 1, the Adopted Work Program reflected changes due to Member Projects.
- Federal Earmark Projects will be programmed during this Tentative Work Program Development cycle.

- Are the PL funds displayed in addition to the estimates provided when preparing the UPWP?
 - Yes, and they are also provided as part of the de-obligation.
- Will the MPOs need to prepare a UPWP amendment to utilize these funds within the current year?
 - Julie Adamson: Yes.
- For member projects, can you clarify budget ceiling and how it impacts the work program?
 - As part of the member projects, when the legislative appropriated member projects they also reduce Work Program budget. Work Program budget has multiple categories. Certain budget categories were reduced to balance form member projects. Member projects have their own unique budget category. The Work Program budget had to be rebalanced and defer some projects. \$111 million of member projects had to be funded through the FDOT trust fund.
- Can you distribute list of member projects and earmarks with the meeting notes?
 - Yes, the 2024 General Appropriations Act for Member Projects to be programmed in the Fiscal Year (FY) 2025 is provided in a spreadsheet that OPP will share with the attendees.
- Can OPP and OWPB send a variance report showing the differences between the April Transportation Improvement Program (TIP) Snapshot and the Adopted Work Program?
 - Yes, OWPB provided the variance report between the April TIP and the Adopted Work Program. OPP will share this information with the attendees.

Urban Area Boundary Update

Joel Worrell, the State's Transportation Data Inventory Manager in the TDA Office, provided an update on Urban Area Boundaries.

- All Urban Area Boundary adjustments have completed draft reviews. Districts are acquiring local signatures from MPOs and local agencies.
- Important Dates:



- August-October 2024: Final signature approvals from FDOT, local agencies, and FHWA to all draft maps.
- November 2024: Roadway Data is loaded into FDOTs data systems.
- December 2024: FHWA deadline for FDOT submittal of final Urban Areas. FDOT creates a 2024 Roadway dataset for FHWA.
- January 2025: Maps, websites, and official data made available to the public.
- April: First Submission of Data to the FHWA Highway Performance Monitoring System (HPMS).
- June: Second Submission of Data to the FHWA HPMS.
- The majority of FDOT Districts have completed a preliminary draft review.
- Central Office (CO) recommends that Districts collect local signatures of the Urban Areas and Functional Classification changes at the same time.
- Roadways upgraded to Arterials must receive a National Highway System change application.
- CO conducts monthly meetings with the Districts and a preliminary review meeting with FHWA.
- Signatures on maps are considered official cooperation documents. District must acquire signatures of MPOs collocated with Urban Areas or Commissioner or Mayor signatures can be acquired for incorporated Urban Areas without an MPO.
- Districts must send maps to the TDA Office. CO and FHWA Signatures are acquired to complete the process.
- FHWA emphasized the importance of sending this information to TDA as soon as possible. Once the maps are put together, FHWA headquarters provides and additional round of comments. This can delay the overall process.
- Will the MPOs be provided with Geographic Information System (GIS) shapefiles when the maps are approved?
 - Yes. FDOT would like to release all the data at once.
- When will the Governor sign the updated boundaries?
 - FDOT will inform the MPOs and District MPO Liaisons when the Governor signs.
- The Emerald Coast Regional Council (ECRC) MPOs do not meet until November, is that all right or do they need to have a special meeting?





- OPP will discuss this with ECRC after the meeting.
- Does TDA prefer that all information is provided on the same map?
 - Yes, if the information is provided before December. MPOs can submit as many sets as they would like. TDA is reviewing the data as it comes.

Performance Management Targets

Regina Colson, Systems Forecasting and Trends (SFT) Office, reviewed the Performance Management (PM) Targets

- FDOT is required to set statewide PM targets. MPOs can decide to support the statewide targets or set their own goals. If an MPO sets their own goals, they must provide their process and regularly report on progress toward their goals.
- FDOT collaborates with MPOs when setting PM targets.
- FDOT is looking to potentially update PM2 and PM3 targets. MPO input will be considered on these changes:
 - PM2: Highway Asset Management Data
 - Proposed target change is to reduce % of bridges in poor condition from ≤ 10 to $\leq 5\%$.
 - PM3: Highway System Performance Data
 - Proposed target change to increase Person-Miles Traveled (PMT) in the interstate that are reliable from $\geq 70\%$ to $\geq 75\%$.
 - Proposed target change to increase PMT on non-interstate that are reliable from $\geq 50\%$ to $\geq 60\%$.
- SFT asks attendees if they are comfortable with the proposed changes to the targets. Attendees respond in Mentimeter.
 - 46 attendees say they are comfortable with the proposed changes to the targets.
 - 12 attendees say they have minor reservations.
 - 1 attendee says they have major reservations.
- SFT asks if the attendees have additional comments. These comments include:
 - We need more information to provide an opinion on the proposed changes.
 - If targets are made stricter, it increases the chance of failure to meet those targets.
 - Simplicity of the reporting systems would be appreciated.



- It would be preferred if these changes were made when the new targets are set, not at the mid-performance target setting mark.
- It would be preferred if separate targets were set for freight and passenger vehicle travel time reliability in freight heavy segments.
- The changes do not appear significant enough to warrant presenting mid-year changes compared to what was adopted by all MPOs in 2023.
- Time travel reliability favors road widening, and this is not reasonable for urban areas. Increasing this target is concerning, especially for MPOs facing increases in performance measurement.
- Key Upcoming Dates for Transportation Performance Management (TPM)
 - August 31, 2024: FDOT establishes 2025 highway safety targets.
 - October 1, 2024: FDOT provides Mid-Performance Report to FHWA.
 - February 28, 2025 (On or before this date (no later than 180 days after FDOT establishes targets)): MPOs establish 2025 highway safety targets.
 - March 31, 2025 (On or before this date (no later than 180 days after FDOT establishes targets)): MPOs confirm midpoint target changes.
 - Date varies:
 - Transit providers update Public Transportation Agency Safety Plan. After this date, MPOs should reference updated transit provider targets in FY 2023-2027 TIP update. MPOs establish new transit targets as part of Long Range Transportation Plan (LRTP) updates.
 - Transit providers update Transit Asset Management (TAM) Plan. After this date, MPOs should reference updated transit provider targets in FY 2023-2027 TIP update. MPOs establish new transit targets as part of LRTP updates.
- Will FDOT provide a document with the updated results?
 - Yes, OPP will get the information to you.
- When will the targets and data be made available?
 - The data will be available for download from the [FDOT Sourcebook](#) on August 31. The new targets are not reported to FHWA until October.
- MPOs will have until February 27 to decide on their safety targets.
- Question for FHWA. How is the collaboration going with other states and how are they setting targets?



- It varies by location and depends on each state and MPO area. FHWA has each state's target posted on the [FHWA website](#). This can give you an idea what other states are using.

Disadvantaged Business Enterprise (DBE) Compliance

Terry Watson, State DBE Coordinator from EOO, provided an update on DBE Compliance.

- MPOs are required to implement the FDOT DBE Program on any contracts with FHWA funds.
- Vendors and MPO staff members need access to the Equal Opportunity Compliance (EOC) system.
- All bidders are responsible for entering the Bidder Opportunity List (BOL) into the EOC System. It is recommended the Request for Proposal (RFP) advertisement inform the bidders that they need to provide their BOL with their bid or no later than 3 days after the bid has been submitted.
 - The MPO Point of Contact for the contract should check the EOC system for DBE compliance of the BOL after the contract has been awarded.
- The awarded vendor is responsible for entering the DBE commitments and payments for their contract. Also, the project manager should remind the vendor and at meetings to update any DBE commitments and payments for the contract.
 - The MPO point of contact will need to pull reports from the EOC System monthly or quarterly for compliance.
- The Contract Profile Report allows you to view contract details for a specific contract and provides the general contract information, contract amounts, DBE commitments and payments.
- DBE Commitment Report shows the commitment amounts the consultant anticipates the DBE firm to perform. It will provide the total amount committed and dates for those commitments.
- DBE Payments Report shows how much in total has been paid as of date to the DBE. It will also provide each payment amount and date of payment.
- OPP sent out DBE documents on June 26 and will send this information out again.





Show Me the Money: Eligibility and Allowability of Federal Planning Funds – Dana Knox & Carlos A. Gonzalez

Dana Knox & Carlos A. Gonzalez, FHWA led an activity: Show Me the Money: Eligibility and Allowability of Federal Planning Funds.

- The objective of this activity was to gain a better understanding of what is and is not an eligible and allowable expenditure of PL Funds.
- Proposed activities must be consistent with statutory and regulatory guidance for the specific funding source.
- Different funding sources have different eligibility requirements. Primary laws governing eligibility of Federal-aid funds are, Metropolitan Planning (PL), State Planning and Research (SPR), Surface Transportation Block Grant (STBG) Program, and FTA.
- Costs are eligible for FHWA participation if they are:
 - For work that is eligible under [Title 23, USC](#) and other applicable laws and regulations
 - Verifiable from FDOT or the MPO's records
 - Necessary and reasonable for project objectives
 - Included in the approved UPWP
 - Not incurred prior to FHWA authorization
 - Incurred within the performance period
- Examples of eligible PL funded activities include:
 - Planning level transportation and transit studies
 - MPO boundary studies
 - Special project planning
 - Safety studies
 - Active transportation studies
 - Transportation system and demand management
 - Travel demand studies
- Allowability: [2 CFR Part 200](#), also known as the Uniform Guidance, includes details on Federal cost principles for determining if the proposed costs are allowable. Under allowability are the necessary and reasonable principles as outlined in 2 CFR 200.
- FHWA conducts and activity on CrowdPurr:





- The MPO wants to purchase bicycle/pedestrian counting equipment to have on hand for different situations. Is this situation eligible to be funded with PL funds?
 - No, not an eligible activity for PL funding if the equipment is NOT tied to a planning project.
- After the NEPA process was initiated for the project, the MPO wanted to pay to gather additional data and undertake additional project related activities. Are these activities eligible for funding with PL funds?
 - No, transportation planning activities undertaken as part of the planning process prior to the initiation of NEPA are eligible for PL funding.
 - Once the NEPA process has been initiated, activities undertaken for a project are not eligible for PL funds.
- The MPO wants to develop an on-going support/data collection for asset management systems that are not used in planning. Is this eligible?
 - No, not an eligible activity for PL funding. Primarily because these activities are not tied to a planning project.
- The MPO wants to develop and present policy positions directly used in advocating to Congress. Are these expenditures for PL funds?
 - No, not an eligible activity for PL funding. The cost of influencing legislative activities is an unallowable cost.
- The MPO wants to purchase promotional items and souvenirs for their safety outreach program. Are these expenditures eligible for PL funds?
 - No, not an eligible activity for PL funding. Promotional items and souvenirs are not allowable with PL funds. Expenditures must be reasonable and necessary to carry out the planning activities of the grant.

2055 Florida Transportation Plan (FTP) – Jennifer Carver

Jennifer Carver, OPP, presented on the 2055 FTP.

- The 2055 FTP will be a comprehensive statewide blueprint guiding Florida's 30-year transportation future.
 - The FTP's transportation policy lays the foundation for investments in the FDOT's Work Program.





- The department updates the FTP every five years, and it is the result of collaboration with public and private partners statewide.
- The 2055 FTP will be guided by a Steering Committee, in collaboration with FDOT, to provide input that will guide the development of the goals, objectives, and policies that make up the plan.
- Our goal is that the FTP will be a plan in which all Florida's communities can see themselves and one that our stakeholders can use to develop their local transportation plans and strategies.
- The 2055 FTP will be one concise document supported by online resources such as story maps and dashboards.
- All documents and materials will be developed using plain language and concepts making them easy for the public to understand and follow.
- The FTP is more than just a plan; it is a forum for regional collaboration that aims to connect communities, policies, and programs across the state.
- The FTP is a collaborative effort of state, regional, and local transportation partners in the public and private sectors.
- The plan update is being developed through a 16-person Steering Committee, Focus Group support, and comprehensive community engagement with public and private partners.
- Florida is a large state with many diverse communities and is home to densely populated coastal communities, a couple of mega regions, as well as many thriving rural towns and smaller cities.
- We know that every community is unique and each of their contexts, transportation demands, and development patterns are different.
- We also recognize that each region has different objectives to meet our common transportation goals; and that a one size approach does not fit all.
- We have divided Florida into five regions for the development of the 2055 FTP to better understand the needs of our communities and tailor the plan to the characteristics and needs of each region.
- The 2055 FTP will provide a framework at the local level so that we have better cohesion in strategies across municipality and jurisdictional boundaries as we plan, design, construct, operate, and maintain projects for our transportation future.





- This will ensure that transportation goals, regional objectives, and investments benefit Florida’s residents and visitors.
- The 2055 FTP will reflect a statewide and regional approach incorporating community values and needs.
- The FTP update will occur during an 18-month period which begin in May 2024 and focus on three phases: Visioning, Statewide Goals & Regional Objectives, and Implementation Framework/Plan Development.
- The FTP will have statewide goals and regional objectives, empowering our communities to develop local strategies around its framework.
- This way, local strategies will be able to fit within the fabric of each community’s unique needs.
- Adoption of the Final 2055 FTP will occur in November of 2025.
- There are various opportunities to become involved in the development of the 2055 FTP.
 - FDOT has organized a 16-person Steering Committee with key partners and stakeholders that will provide input to guide the development of the plan. Steering Committee Meetings are publicly noticed, and meeting materials will be posted online for review at FloridaFTP.com.
 - There are five Focus Groups that provide a forum for more targeted discussions on statewide goals and regional objectives. The Focus Groups are organized around five major topic areas that align with FDOT’s compass. These include Safety, Resilient Infrastructure, Economic Development/Supply Chain, Technology, and Workforce Development. You can sign up to participate in one or more of our focus groups on the FTP website.
 - Communities are at the center of everything FDOT does, and we will be holding multiple engagement opportunities throughout the FTP update including statewide webinars and regional workshops throughout the state.
 - The first statewide webinar occurred on June 12th and is linked on the website for review.
- Additional engagement opportunities are available by visiting FloridaFTP.com which include completing the statewide survey link located at the top of the





home page, submitting a comment or providing feedback, and signing up for general FTP updates.

- Receiving your input on the goals, objectives, and policies that make up the plan is critical to achieving an implementable vision for our future transportation network.

Q&A and Adjourn

- Upcoming Events:
 - July 24, 2024: Metropolitan Planning Organization Advisory Committee (MPOAC) Meeting (In-Person) in Palm Beach.
 - October 23, 2024: Fall In-Person FMPP (In-Person) in Daytona Beach.
 - October 24, 2024: MPOAC Meeting (In-Person) in Orlando.
- OPP will email attendees the following items:
 - A list of noteworthy upcoming MPO dates
 - A [virtual closing survey](#)
- OPP thanked everyone for attending and adjourned the meeting.

