2023 Federal Planning Finding Meeting
Wednesday, June 28, 2023
1:30-5:00 pm
Thursday, June 29, 2023
8:30-12:00 pm

Subject: 2023 Federal Planning Findings Meeting

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

MEETING NOTES DAY 1

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

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

New Office of Policy Planning (OPP) staff:
- Jennifer Fortunas, P.E. – Director
- Brian Watts – Statewide Plans and Policy Analysis Administrator
- Mike Neidhart – Metropolitan Planning Administrator
- Melissa Corbett – Statewide Metropolitan Coordinator
- Ben Naselius – Statewide Planning Analyst

Status of 2022 Statewide Annual Assessment
An overview of the corrective actions and recommendations from 2022 Florida Federal Planning Findings and the responses by FDOT were provided:
- No corrective actions were needed this year.

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

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

Partnering

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

National Electric Vehicle Program (NEVI) and Resiliency

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

Statewide Revenue Forecast

- FDOT developed an updated Statewide Revenue Forecast to assist MPOs in developing their LRTPs.
- In developing this forecast, FDOT actively monitored the 2020 Census urban areas information, included new IIJA programs, and provided a breakdown of fund types and definitions for what those funds include.
- The Statewide Revenue Forecast was provided to the MPOs and posted to the Metropolitan Planning Support website on June 5, 2023. A webinar was hosted on June 8, 2023 to discuss the forecasts with the MPOs.
2022 Recommendation 1: Tracking of Available Funds

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

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

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

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

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

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

**Recommendation 2: MPO Contractual Procurement**

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

**Progress:**

- FDOT provided training to the MPOs on the following dates:
  - August 2022, October 2022, February 2023, and April 2023 FMPP meetings: procurement and DBE compliance guidance were provided.
  - May and June 2023 webinars: included training for updates to the Grant Application Process (GAP) system to prepare for the next round of UPWPs (FY 2024/25 – 2025/26).
  - Monthly MPO Liaison Meetings: included training and support for procurement DBE review and compliance.
- FDOT shared the short-term DBE compliance strategy in January 2023. FDOT provided MPOs with the Bidders Opportunity List (BOL) and the Commitments and Payments template. MPOs submit the Commitments and Payments report to the District MPO Liaisons with their quarterly progress report as of January 2023.
- FDOT also shared the DBE Compliance and the Civil Rights – Contract Procurement and Administration Review (PARC Tool) Checklists with MPOs and District MPO Liaisons to aid in reviewing procurement documents.
Recommendation 2b: Provide training to district MPO Liaisons on procurement and DBE compliance.

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

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

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

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

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

Recommendation 3: STIP Documentation with Sufficient Descriptive Material

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

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

Recommendation 4: Timely Submittal of STIP Documentation

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

Progress:
- FDOT coordinated internally to adhere to the schedule prepared by FDOT and FHWA.
- FDOT sent the draft STIP narrative to FHWA for a courtesy review on May 30, 2023.
• FDOT will send the July 1 snapshot statewide detailed report (Adopted Work Program) by July 10, 2023.
• FHWA will receive an update for review on August 2, 2023, if any changes occur to the Adopted Work Program.
• FDOT will send the final STIP to allow enough review time before the September 29, 2023, deadline.

Recommendation 5: Information Access

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

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

FDOT OIG Audits

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

Audits of the Broward MPO, Palm Beach Transportation Planning Agency (TPA), and River to Sea Transportation Planning Organization (TPO) were discussed:
• Broward MPO
  o Objective: Determine whether the Broward MPO invoices and payments were made in accordance with federal regulations, Florida Statutes, MPO Agreement, Memorandum of Understanding (MOU), and Metropolitan Planning Organization (MPO) Program Management Handbook.
  o Results: Positive finding. The audited invoices and payments were allowable, necessary, reasonable, and allocable.
  o Observation: Some invoices had errors or inaccuracies, but nothing that rose to the level of a negative finding.
• Palm Beach TPA
  o Objective: Determine if Palm Beach TPA was implementing FDOT financial management processes in accordance with federal and state statutes and MPO Agreement.
    o Results: One positive and one negative finding.
      ▪ Positive: Palm Beach TPA policies and procedures provide sufficient controls and oversight structure.
      ▪ Negative: Palm Beach TPA not fully implementing the financial management process and could improve their invoicing process.
    o Recommendation: OPP should work with District 4 and the Palm Beach TPA to ensure invoicing compliance and review financial policies and procedures annually.

• River to Sea TPO
  o Audit is currently in progress.
    o Objective: Determine if the River to Sea TPO accounting policies, procedures, and processes are in accordance with state and federal regulations, and whether the MPO’s invoicing and expenses follow state and federal regulations.
    o Discussed the process of selection for audit. Selection is based on several factors, including the number of active MPO projects, total fund amounts, last time audited, single audit reports, joint certification submissions, MPO Risk Assessment scores, and/or special requests.

OWPB Update

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

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

Apportionment Plans

FDOT OPP discussed ongoing Apportionment Plan development:

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

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

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

Discussion

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

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

What are the barriers to communication?

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

- Summary: The MPO’s prioritized list must be balanced with programming limitations, and the District and MPO should continuously communicate throughout the process.
PL Allocation Formula

FDOT discussed the PL Allocation Formula.

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

Annual Joint Certifications

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

Complete Streets

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

Transit Updates

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

FHWA provided a summary of recent TMA Certifications.

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

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

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

FTA Topics

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

Federal Training Requests

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

Meeting Attendees:

Wednesday, June 28, 2023

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<th>Attendee Name</th>
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MEETING NOTES DAY 2

MPOAC Update

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

MPO Discussion

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

- Carl Mikyska, Pasco County MPO
  - Pasco County MPO has applied for the Safe Streets and Road for All (SS4A) grant.
  - FDOT helped the MPO through the procurement process for its general planning consultants.
  - The MPO appreciates that FDOT attends the MPO’s meetings and is always available to help.
    - FDOT participates in the Safety Committee.
    - FDOT is communicative and available to provide project updates.
  - The MPO appreciates FDOT’s partnership with the US 19 midblock crossings safety improvement project.
- Peter Buchwald, St. Lucie TPO
  - St. Lucie TPO appreciates the 2050 Revenue Forecast Handbook. It is a great resource and followed a transparent and comprehensive process.
    - The handbook states that inflation rates are not used for federal revenues. The MPO asked if this is compliant with federal regulations. The MPO believes that the Code of Federal Regulations states that revenue estimates must reflect inflation rates.
  - FDOT responded yes, the 2050 Revenue Forecast Handbook complies with federal regulations since revenue is separate from inflation that is related to project costs. For future revenue we utilized growth rates to “grow” state revenues out into the future. The growth rates that were applied to state funds are proxies for economic and population growth which are captured in the future through increased tax revenues. Growth rates were not applied to
federal funds since they are dependent on federal/congressional transportation bills and appropriations. That is, federal revenues are not growth based the way state revenues are. Project costs are where inflationary pressure is captured and therefore accounted for within the MPO LRTPs. Inflation factors are included in the 2050 Revenue Forecast Handbook for MPOs to use to convert current year project costs into year of expenditure costs by LRTP time-bands.

- Bob Esposito, Hernando-Citrus MPO
  o Hernando-Citrus MPO greatly appreciates FDOT’s support on the following projects:
    ▪ $2.3 million was awarded for the US 41 project in Inverness.
    ▪ Traffic signal construction on SR 44.
    ▪ Truck traffic study.
    ▪ Suncoast Parkway construction acceleration.

- Colleen Nicoulin, River to Sea TPO
  o River to Sea TPO appreciates OPP support in developing Apportionment Plans and navigating staff transitions.
  o The MPO feels that District 5 MPO Liaisons have been supportive of the invoicing process and guidance.
  o The MPO appreciates that FDOT has been supportive of MPO projects and offered good communication about priorities and projects.

- Dave Hutchinson, Sarasota-Manatee MPO
  o Sarasota-Manatee MPO appreciates the partnership and collaboration between FDOT OPP, District 1, and FHWA.
  o The MPO thinks that the MPOAC provides great support for MPOs and is a great partner along with FDOT.

- Ann McLaughlin, Collier MPO
  o Collier MPO appreciates that FDOT is helpful and quick to respond.
  o The MPO thanked OPP for supporting the PL formula and urban area overlap.
  o The MPO appreciates FHWA assistance on safe streets and roads for all SS4A grant agreements.
  o The MPO appreciates the cooperation and collaboration between all partners.

- Greg Slay, Capital Region TPA
  o The MPO appreciates that the 2050 Revenue Forecast development process was open and transparent.

- Clark Letter, North FL TPO
  o The MPO’s LRTP development is underway. They are using a four-step model for the 2050 update.
  o The MPO thinks that a new LRTP Expectations Letter would be helpful.
    ▪ A new LRTP Expectations Letters should include information from older letters for historical reference.
    ▪ Available resources related to LRTP expectation letters can be found in FDOT Technical Memo 21-02.
• Valerie Neilson, Palm Beach TPA  
  o Palm Beach TPA appreciates that FDOT has been helpful with Vision Zero and Complete Streets policy/resolution development and implementation.  
    ▪ The Village of Wellington was awarded the top Complete Streets policy in Florida and the nation.  
  o The MPO has received 14-15 discretionary grants totaling about $100 million.  
  o The City of West Palm Beach was awarded an $8,135,909 RAISE Grant for the construction of various street improvements, including traffic calming measures, bike boulevards, sidewalk/crosswalk enhancements, street lighting, and more.  
  o The MPO feels that higher thresholds for UPWP and/or TIP amendments would be helpful.  
• Maria Teresita, Miami-Dade TPO  
  o The MPO’s LRTP and Congestion Management Plan (CMP) updates are underway.  
    ▪ The MPO is thankful for District 6’s participation in these two efforts.  
• Dawn Schwartz, Emerald Coast Regional Council (ECRC)  
  o The ECRC appreciates MPO Liaison partners and MPOAC support.

Planning Efforts

Carbon Reduction Strategy (CRS)

• The CRS is a federally required plan. Federal goals for the CRS include:  
  o Reducing transportation emissions by reducing single occupancy vehicle trips.  
  o Facilitating the use of vehicles or modes of travel that result in lower emissions.  
  o Facilitating approaches to construction that result in lower emissions.  
• The CRS is consistent with the Florida Transportation Plan’s (FTP) goals and strategies (Florida has already been implementing projects and programs to reduce emissions for many years).  
• The CRS strategy includes research on trends and conditions, internal and external outreach, developing tools and guidance, and preparing objectives and strategies.  
  o Tool example: The LRTP Quick Guide was developed after last year’s Federal Planning Findings meeting to support MPOs with the implementation of the CRS.  
• CRS Themes have been developed to align with IIJA requirements:  
  o Provide safe and convenient transportation options that appeal to consumers.  
  o Improve traffic flow to manage congestion and reduce idling.  
  o Improve energy efficiency and diversify energy sources.  
  o Reduce climate impacts from the construction of transportation facilities.  
• Upcoming CRS activities and events:  
  o Early July 2023: Two-week draft comment period for MPOs  
  o July 26: FMPP  
  o July 27: MPOAC meeting  
  o September: Two-week public comment period  
  o October 25/26: MPOAC meeting  
  o November 15: FHWA deadline
• FDOT’s Carbon Reduction Strategy website provides more information.

Resilience

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

Grants

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

Vulnerable Road Users (VRU) Assessment

• The Forecasting and Trends Office is assisting the Safety Office in completing a data-driven assessment to identify high-risk areas for vulnerable road users.
• FDOT is preparing an online dashboard with three tiers based on the number of crashes from 2017-2021. The dashboard identifies one-mile road segments with the most crashes and overlays those segments with Work Program projects.
• This dashboard will be available in the next few weeks. FDOT will coordinate with the MPOs at FMPP.
Some MPOs asked for the methodology behind the development of the one-mile high-crash segments.

- The dashboard does not include truck information. FDOT will look into allowing users to add their own data.

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

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

DBE Compliance

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

TIP Schedule

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

GAP Enhancements and MPO Progress Reports

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

Community and Rural Planning

District 3 Regional Rural Transportation Plan Pilot Project

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

Rural Engagement Process

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

Grant Workshops / Regional Information Sessions

- FDOT has used grant workshops and regional information sessions to provide information on grants and planning efforts. FHWA participated in these meetings.
  - A kick-off webinar was held and focused on the National Environmental Policy Act (NEPA) requirements, FHWA best practices, and case studies from the City of Tampa and Collier County.
  - FDOT conducted regional grant information sessions during late 2022 and early 2023
    - At these sessions, how to apply for and how to deliver federal discretionary grants was discussed.
These sessions also included information on the RAP and its implications for Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT) grants; CRS approach and future funding opportunities; FHWA’s role in the grant process and best practices when applying; requirements and process to be LAP certified; how to meet NEPA requirements; and FTO data resources for grant applications.

- Eight in-person workshops were held around the state. Attendance for each workshop was between 40-80 people.

- Resources shared at the workshops include:
  - The Resource Guide for Local Governments, which:
    - Provides guidance to local governments on how to partner with FDOT.
    - Provides an overview of transportation planning and programming.
    - Provides insight on how FDOT can assist with advancing and completing local priority projects.
    - Describes FDOT funding programs and eligible project types.
  - Work Program Public Hearing GIS Application
    - This online web map shows status, phase, and location of projects to help identify and screen projects.
  - Federal Discretionary Grants webpage, includes all of the resources mentioned above.
  - Benefit-Cost Analysis (BCA) handout for local governments to assist them in developing their own BCAs.

- Future workshops will be refocused on grant management.

### Apportionment Plan Template & Guidance

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

### UPWP Discussion

FDOT facilitated a group discussion about issues with the level of detail included in UPWPs. Like the activity on day one of this Federal Planning Findings meeting, virtual meeting participants were able to share their comments through Mural, a collaborative online platform that allows users to post comments and offer feedback. On Mural, three “buckets” were shown, each representing an increasing level of UPWP scope detail. Each bucket was paired with an anonymous UPWP example reflecting the level of detail identified in each bucket. The activity is summarized below.
Bucket 1: UPWP shows a specific activity and who is doing the work.
Bucket 2: UPWP shows a general activity but there is an unknown (e.g., key tasks, end product, costs, who is doing the work, etc.).
Bucket 3: MPO does not have a well-defined activity.

- Discussion: Does Bucket 1 include the necessary information?
  - Everyone said yes.
  - Comments from participants who felt Bucket 1 needed more details and information:
    - If milestones were added, this example would be sufficient.
    - The schedule could include more information like key tasks with milestones or end products.
  - Comments from participants who felt Bucket 1 details and information were sufficient (or impractical/unrealistic):
    - Difficult to add specific milestones during the development of UPWP.
    - Identifying specific costs lessens the MPOs negotiating power.
    - This level of detail is a bit unrealistic for a 2-year UPWP and would require frequent amendments to incorporate everything at this level of detail. Even a modification takes a solid amount of paperwork and staff time.
    - Planning activities may not be clear after the first year. Is it possible to streamline amendments and modifications?
    - The specific consultant does not have to be identified.

- Does Bucket 2 include the necessary information?
  - Everyone but one person said no.
  - Comments include:
    - The end product is very general. The deliverable could be more specific.
    - The task needs a description.
    - More detail on how the $50,000 is being spent is needed. The task should describe how the funds are being spent.

- Does Bucket 3 include the necessary information?
  - Everyone said no.
  - Comments include:
    - Oftentimes MPOs know they will have funds but not necessarily how they will be used further out into the future.
      - MPOs know they will have to do a UPWP amendment for certain activities once more detail and information are available and therefore UPWP activities are intentionally left somewhat vague.
      - MPOs should state in their UPWP that an amendment will be needed for the work to be approved.
    - For General Planning Consultant (GPC) work and miscellaneous support, MPOs should still generally identify the type of activities and deliverables expected.
    - On-demand services require nimble action. It can be difficult to provide the expected level of detail while still maintaining the flexibility to address unknown or unforeseen issues.
Partner Outreach, Coordination & Training

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

ACTION ITEMS:

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

2. FHWA/FTA items:
   a. Share the non-TMA PAR Trends.
   b. Share available training opportunities.
   c. Provide new LRTP expectations letter.
Meeting Attendees:

Thursday, June 29, 2023

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<td>Florida’s Turnpike Enterprise</td>
</tr>
<tr>
<td>Joe Sullivan</td>
<td>Federal Highway Administration</td>
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<tr>
<td>Franchesca Taylor</td>
<td>Miami-Dade TPO</td>
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<tr>
<td>Attendee Name</td>
<td>Organization</td>
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</tr>
<tr>
<td>Marsha Taylor</td>
<td>FDOT District 4</td>
</tr>
<tr>
<td>Curlene Thomas</td>
<td>Federal Highway Administration</td>
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<tr>
<td>Erika Thompson</td>
<td>Federal Highway Administration</td>
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<td>Alex Trauger</td>
<td>MetroPlan Orlando</td>
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<td>Kevin Walford</td>
<td>Miami-Dade TPO</td>
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<tr>
<td>Terry Watson</td>
<td>Equal Opportunity Office</td>
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<tr>
<td>Aviance Webb</td>
<td>Federal Transit Administration</td>
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