

Florida Metropolitan Planning Partnership Statewide Collaboration Workshop

February 2nd, 4th, & 5th, 2021

Location: Microsoft Teams

Meeting Objectives

The objective of this workshop was to facilitate the collaboration and coordination of the twenty-seven Florida Metropolitan Planning Organizations (MPOs), the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The workshop provided attendees with the opportunity to consider and address programmatic issues that have occurred over the year.

A live polling website (www.pollev.com/fmpp2021) was used to facilitate feedback and discussion throughout the workshop. Live polling results can be found [here](#).

For additional meeting information, please contact Erika Thompson at (850) 414-4807 or Erika.Thompson@dot.state.fl.us.

Meeting Attendees

Meeting attendees are listed in the table below.

Attendee Name	Office/Agency
Lisa Portelli	Bike/Walk Central Florida
Greg Stuart	Broward MPO
Paul Calvaresi	Broward MPO
John Kaliski	Cambridge Systematics, Inc.
Richard Denbow	Cambridge Systematics, Inc.
Greg Burke	Capital Region Transportation Planning Agency (CRTPA)
Greg Slay	CRTPA
Suzanne Lex	CRTPA
Jefferey Kramer	Center for Urban Transportation Research - USF
Marybeth Soderstorm	Central Florida Regional Planning Commission
Pat Steed	Central Florida Regional Planning Commission
Heidi Maddox	Charlotte County
Bekie Leslie	Charlotte County-Punta Gorda MPO
Gary Harrell	Charlotte County-Punta Gorda MPO
Lakshmi Gurram	Charlotte County-Punta Gorda MPO

Attendee Name	Office/Agency
Sai Edara	Charlotte County-Punta Gorda MPO
Wendy Scott	Charlotte County-Punta Gorda MPO
Joy Puetra	City of Boca Raton
Anne McLaughlin	Collier MPO
Brandy Otero	Collier MPO
Chris Bratton	Department of Agriculture and Consumer Services
Gary Kramer	Emerald Coast Regional Council (ECRC)
Austin Mount	ECRC
Dawn Schwartz	ECRC
Jill Strickler	ECRC
Kathy Scott Wetmore	ECRC
Nancy Pearson	ECRC
Kevin Thibault	Florida Department of Transportation (FDOT)
Christopher White	FDOT
Brad Thorburn	FDOT
Huiwei Shen	FDOT Chief Planner
Brian Stanger	FDOT Communications Office (CO)
Doreen Joyner-Howard	FDOT CO
Jesten Abraham	FDOT District One
Lori Carlton	FDOT District One
Millie Brown	FDOT District One
Paul Simmons	FDOT District One
Victoria Peters	FDOT District One
Wayne Gaither	FDOT District One
Wibet Hay	FDOT District One
Karen Taulbee	FDOT District Two
Mari Schwabacher	FDOT District Two
Autumn Martinage	FDOT District Two
Bryant Paulk	FDOT District Three
Casey Johns	FDOT District Three
Christy Johnson	FDOT District Three
Debbie Prough	FDOT District Three
Donna Green	FDOT District Three
Scott Walters	FDOT District Three
Birgit Olkuch	FDOT District Four
Christine Fasiska	FDOT District Four
John Krane	FDOT District Four
Larry Merritt	FDOT District Four
Marsha Taylor	FDOT District Four
Michael Hicks	FDOT District Four
Myroslava Skoroden	FDOT District Four
John Podczerwinsky	FDOT District Four

Attendee Name	Office/Agency
Diane Poitras	FDOT District Five
Jo Santiago	FDOT District Five
Julia Holtzhausen	FDOT District Five
Libertad Acosta-Anderson	FDOT District Five
Loreen Bobo	FDOT District Five
Rakinya Hinson	FDOT District Five
Alexandra Katherine	FDOT District Five
Anne Taylor	FDOT District Five
Kellie Smith	FDOT District Five
Josenie Bermudez	FDOT District Six
Shereen Yee Fong	FDOT District Six
Ken Jeffries	FDOT District Six
Tiffany Gehrke	FDOT District Six
Jensen Hackett	FDOT District Seven
Justin Hall	FDOT District Seven
Ming Gao	FDOT District Seven
Roger Roscoe	FDOT District Seven
Sandi Bredahl	FDOT District Seven
Regina Colson	FDOT Office of Chief Planner
Lisa Wilkerson	FDOT Office of Comptroller
Jim Wood	FDOT Office of Maintenance
Alison Stettner	FDOT Office of Policy Planning (OPP)
Dana Reiding	FDOT OPP
Romero Dill	FDOT OPP
Erika Thompson	FDOT OPP
Jennifer Carver	FDOT OPP
Mark Reichert	FDOT OPP
Rebecca Marsey	FDOT OPP
Rusty Ennemoser	FDOT OPP
Samantha Parks	FDOT OPP
Scott Philips	FDOT OPP
Kendra Sheffield	FDOT Office of Work Program and Budget
Daniel Cashin	FDOT Office of Work Program and Budget
Sean McAuliffe	FDOT Office of Work Program and Budget
Chris Wiglesworth	FDOT Public Transit Office (PTO)
Elizabeth Stutts	FDOT Public Transit Office (PTO)
Gabrielle Matthews	FDOT Public Transit Office (PTO)
Benjamin Jacobs	FDOT State Safety Office
Neil Lyn	FDOT Systems Implementation Office
Paola Leon	FDOT Systems Implementation Office
Siaosi Fine	FDOT Turnpike Enterprise
Victoria Williams	FDOT Turnpike Enterprise

Attendee Name	Office/Agency
Carlos Gonzalez	Federal Highway Administration (FHWA)
Cathy Kendall	FHWA
Martha Solorzano	FHWA
Karen Brunelle	FHWA
Stacie Blizzard	FHWA
Teresa Parker	FHWA
Jim Martin	FHWA
Brittany Lavender	Federal Transit Administration (FTA)
Holly Lilies	FTA
Robert Sachnin	FTA
John Crocker	FTA
Mary Beth Washnock	Florida-Alabama TPO
Chelsea Favero	Forward Pinellas MPO
Sarah Caper	Forward Pinellas MPO
Whit Blanton	Forward Pinellas MPO
Michael Escalante	Gainesville MTPO
Scott Koons	Gainesville MTPO
Kasey Cursey	Gannett Fleming, Inc.
Mary Ross	Gannett Fleming, Inc.
Crystal Goodison	GeoPlan Center of University of Florida
Steve Diez	Hernando-Citrus County MPO
Allison Yeh	Hillsborough MPO
Beth Alden	Hillsborough MPO
Joshua Barber	Hillsborough MPO
Lisa Silva	Hillsborough MPO
Brian Freeman	Indian River MPO
Allison Fluitt	Kimley-Horn & Associates
Jon Sewell	Kimley-Horn & Associates
Macy Fricke	Kimley-Horn & Associates
Starla Couso	Kimley-Horn & Associates
Doris LeMay	Lake-Sumter MPO
Michael Woods	Lake-Sumter MPO
Calandra Barraco	Lee County MPO
Don Scott	Lee County MPO
Ron Gogoi	Lee County MPO
Ricardo Fazquez	Martin MPO
Alex Trauger	MetroPlan Orlando
Cynthia Lambert	MetroPlan Orlando
Eric Hill	MetroPlan Orlando
Taylor Laurent	MetroPlan Orlando
Gary Huttman	MetroPlan Orlando
Jasmine Blais	MetroPlan Orlando

Attendee Name	Office/Agency
Jason Loschiavo	MetroPlan Orlando
Keith Caskey	MetroPlan Orlando
Lara Bouck	MetroPlan Orlando
Nick Lepp	MetroPlan Orlando
Virginia Whittington	MetroPlan Orlando
Carl Mikyska	Metropolitan Planning Organization Advisory Council (MPOAC)
Aileen Boucle	Miami-Dade TPO
Christopher Rosenberg	Miami-Dade TPO
Dachel Payrol	Miami-Dade TPO
Kevin Walford	Miami-Dade TPO
Maria Elisa Colmenares	Miami-Dade TPO
Oscar Camejo	Miami-Dade TPO
Wilson Fernandez	Miami-Dade TPO
Angela Session	North Florida TPO
Denise Bunnewith	North Florida TPO
Jeff Sheffield	North Florida TPO
Anton Schauerte	Ocala/Marion TPO
Rob Balmes	Ocala/Marion TPO
Gregory Scott	Orange County
Andrew Uhlir	Palm Beach TPA
Greg Gabriel	Palm Beach TPA
James Rinehart	Palm Beach TPA
Jason Price	Palm Beach TPA
Kelsey Peterson	Palm Beach TPA
Matthew Komma	Palm Beach TPA
Nick Uhren	Palm Beach TPA
Valerie Neilson	Palm Beach TPA
Laurie Schaediger	Pasco County MPO
Nectarios Pittos	Pasco County MPO
Tania Gorman	Pasco County MPO
Chandra Frederick	Polk TPO
Lori Belangia	Polk TPO
Ryan Kordek	Polk TPO
Lois Beollenback	River-to-Sea TPO
Alvimarie Coales-Cuardo	Sarasota/Manatee MPO
Corinne Tucker	Sarasota/Manatee MPO
Nancy Simpson	Sarasota/Manatee MPO
Nanette Eubanks	Sarasota/Manatee MPO
Ryan Brown	Sarasota/Manatee MPO
Dave Hutchinson	Sarasota/Manatee MPO
Georganna Gillette	Space Coast TPO

Attendee Name	Office/Agency
Laura Carter	Space Coast TPO
Sarah Kraum	Space Coast TPO
Peter Buchwald	St. Lucie TPO
Tammy Vrana	Vrana Consulting, Inc.

Meeting Summary

Welcome and Opening Remarks

Alison Stettner (FDOT) opened the meeting by welcoming all participants. Alison introduced Secretary Kevin Thibault and invited him for opening remarks.

Secretary Thibault emphasized that coordination is crucial to meet the multimodal needs of the state. Initiatives like the Vital Few help guide the statewide safety and mobility campaigns. He emphasized that data-driven approaches to ensure safety are essential to provide a transportation system for all. He acknowledged that while revenue projections have suffered due to COVID-19, the department has identified strategies to reduce plan commitments and budgets.

He stated that Florida is in a key leadership position. The state has used its budget to build on key infrastructure and safety investments. Significant investments have been made to relieve congestion and improve safety. He closed with a quote from former Governor Haydon Burns:

“Ladies and gentlemen, I want to thank you for very fine coverage. I have made the appraisal that this is the most important day in the progress and the future development of this state. I know of no single thing in history that could have made the impact that the establishment of the Disney facility here will make.”

Discussion

- John Sewell, Kimley-Horn & Associates: What is the biggest opportunity to improve safety?
 - Secretary Thibault: To identify what we can do for vulnerable road users. Later this year, a video series to discuss the Vital Few will be launched. Identifying benefits to both safety and mobility is essential.
- Peter Buchwald, St. Lucie TPO: There is \$89 million in the COVID-19 relief package. St. Lucie is expected to get \$2.4 million. How does the MPO gain access to that money to address our transportation needs?
 - Secretary Thibault: Look to guidance from federal partners. That information will be shared later in the day to localities. There are a few provisions, but those uses will be clearly communicated.
- Austin Mount, Emerald Coast RPC: Are there any new priorities that the Florida Department of Transportation has?
 - Secretary Thibault: The new priority is to identify ways to effectively use the \$470 million under the guidance of the federal framework. This would entail identifying

what projects can be brought back this year and helping localities recover from falling revenues.

- Lois Bollenbeck, River to Sea TPO: If there is something the Secretary could encourage MPOs to focus on, what would it be?
 - Secretary Thibault: To be the messengers of our priorities, be ambassadors to safety, and spread the word. To help set public expectation about how transportation projects are funded; this will create a solid foundation and be an effective communication challenge.
- Lisa Portelli, Bike/Walk Central Florida: What are the priorities for active transportation given revenue cuts? Specifically, for the SUN Trail Network?
 - Secretary Thibault: Multimodal priorities have not changed. How do we make sure we create a reliable system that is multimodal? Have a balanced approach. Even if there is a 5% reduction, those reductions will be dispersed across the system. No one mode will disproportionately be impacted.
- Greg Stuart, FDOT: There is surface transportation money that is going to Transportation Management Areas (TMAs). When we think about partnering and delays, are we going to see MPOs being more involved in the programming of projects or more general direction from Central Offices?
 - Secretary Thibault: It should be a combination of both.
- Greg Stuart, FDOT: Have you, Secretary Thibault, given thought to how FDOT looks at its Work Program and how it will share its federal dollars?
 - Secretary Thibault: It is too early to determine what the Work Program will look like. He is confident that the newly confirmed Transportation Secretary, Peter Buttigieg has surrounded himself with individuals with a strong transportation background.
- Gary Harrell, Charlotte Punta-Gorda MPO: Smaller MPOs have smaller staffs and relatively small voices. They still have the same expectations (creation of an LRTP, etc.), but more limited funding.
 - Secretary Thibault: Smaller MPOs should leverage partnerships with the District and Central Office.
- Aileen Boucle, Miami-Dade TPO: District 6 has been telecommuting since COVID-19. Has a long-term strategy for telecommuting to reduce congestion been considered? From a statewide perspective, could telecommuting be a statewide policy and program?
 - Secretary Thibault: There is already a teleworking policy in place. While 3% were using the telecommuting policy before, post-pandemic is anticipated to have around 20% of staff telecommuting. Communicate with supervisors to set up a schedule.
 - Aileen Boucle, Miami-Dade TPO: we have a list of policy recommendations to share.

CPG and UPWP Template

Mark Reichert (FDOT) introduced Scott Phillips (FDOT) and Allison Fluitt (Kimley-Horn & Associates) to lead the discussion on Consolidated Planning Grants (CPGs) and the Unified Planning Work Program (UPWP) template.

Scott said that CPG implementation will be moving forward. This led into a discussion about the implementation plan for the next UPWP cycle. Scott introduced Allison Fluitt to further discuss the status of the UPWP template.

Allison stated that the UPWP template is an opportunity to further support CPG implementation and will serve as a tool to track the changes (e.g. to matches or funding sources). A standardized template will streamline the review process and help minimize the number of iterations of review. The template was developed by looking at other states with UPWP templates and the UPWPs that are currently submitted in the state of Florida. A template survey was sent out to MPO Liaisons, FHWA, FTA, and MPOs in the months of December and January. The survey focused on identifying issues and needs to further help guide the development of the draft template. Key takeaways from the survey included the need to accommodate the unique needs of each MPO; this was particularly noted in the budget tables.

The next steps include:

- Follow-up on UPWP survey results
- Develop a draft template and budget tables
- Gather feedback on draft template and budget tables

Discussion

- Peter Buchwald, St. Lucie TPO: The usage of the UPWP template is completely voluntary. Is the Federal Highway Administration going to sign-off on the template?
 - Mark Reichert, FDOT: FHWA has already committed to working on the development of the template with the Office of Policy Planning. Both FHWA and FTA will be part of the process. A benefit for all involved will be an enhanced review process. Use of the template will be heavily encouraged.
 - Scott Phillips, FDOT: Since a part of the template will include budget tables, the tracking component will greatly help MPOs as well as FHWA and FTA.
- Denise Bunnewith, North Florida TPO: An opportunity to declutter the UPWP process is in the timeline. Funding amounts are not received until December or January and a complete draft is due in March. Give MPOs more time (ideally receive funding amounts in November) to complete the UPWP.

- Lois Bollenback, River to Sea TPO: It would be helpful to have expectations stated under each task. For example, what task does “Managing UPWP” fall under? The concerns are that the line-items are not dumped under a “General Admin” task.
- Dave Hutchinson, FDOT: It would be better to have fewer task categories not more.
 - Maria Elisa Colmenares, Miami-Dade TPO: Agreed with the number of tasks. The TPO currently categorized based on federal requirement tasks (LRTP, TIP, etc.). Please ensure that different types of funding are captured in the template.
- Peter Buchwald, St. Lucie TPO: How does the template incorporate freight planning? Is it as a task or an element in the UPWP?
 - Mark Reichert: The terms “elements” and “tasks” have been used interchangeably. This is another reason to have a template. During the development of the UPWP template, freight planning will be incorporated.

Federal Relief Package and Revenue Disruptors

Sean McAullife and Daniel Cashin (FDOT) discussed the federal relief received to date and the changes in revenue given the pandemic. Daniel Cashin stated that the department receives funding from three main sources:

1. State Revenue, which accounts for ~50% of all funds
2. Federal Funding, which accounts for ~25% of all funds
3. Turnpike and Tolls, which accounts for ~18% of all funds

These numbers are identified during the Transportation Revenue Estimating Conference. The revenue projections are used to build the Work Program within the constraints of the projected funds. These conferences were held in August of 2020 and December of 2020. In January, the FAST Act was extended for one-year. There is uncertainty if the FAST Act will be extended again or rewritten in Congress.

The impact on revenue reductions was approximately 9.7%. This is the largest reduction the department has faced at one time. During Fiscal Years 2020 and 2021, 23 projects were deferred and 54 projects were deleted from the Work Program, which was adopted in January. To date, \$470 million in Federal Relief funds have been received with \$89 million to areas with populations greater than 200,000. Overall, \$2.88 billion is the projected revenue reductions between Fiscal Years 2020/21 and Fiscal Years 2025/26.

Discussion

- Aileen Boucle, Miami-Dade TPO: How is the percentage of federal aid on a statewide basis for revenues determined? Florida is showing as more state funded. How is that determined?

- Daniel Cashin, FDOT: The federal act provides guidance for how much each state gets.
- Mark Reichert, FDOT: The state of Florida is not “getting less funding” from the federal government. The state of Florida is investing more in its own state transportation system.
- Aileen Boucle, Miami-Dade TPO: Has the 25% in federal funding been consistent over the years?
 - Daniel Cashin, FDOT: Yes, these numbers are based on the five-year Work Plan.
- Dave Hutchinson, FDOT: Has an analysis been done on project revenues based on population growth? These projections utilize the 2000 census not the 2010. This would potentially change the share of funds.
 - Daniel Cashin, FDOT: Not sure.
- Dave Hutchinson, FDOT: Florida is the only state to operate on a cash flow commitment basis. What is the other way to do this? Are there pros and cons of different methods?
 - Mark Reichert: Cash flow basis allows for more projects to be programmed.
- Gary Harrell, Charlotte County Punta-Gorda MPO: What unexpected impacts does this have on Transportation Regional Incentive Program (TRIP) funding?
 - Daniel Cashin, FDOT: The projected revenue reduction for FY 20/21 – FY 25/26 is \$2.88 billion dollars. There are two revenue sources for TRIP: document stamp revenues and State Transportation Trust Fund (STTF). The December 2020 Revenue Estimating Conferences identified the changes in projected State Transportation Revenues, which was approximately \$1.10 billion.
- Christine Fasiska, FDOT: Could you, Daniel Cashin, explain the August and December revenue conferences?
 - Daniel Cashin, FDOT: The August revenue conference accounted for all the reductions due to the stay at home orders. The December conference was updating information based on new data. There is still a decline in motor fuel consumption, but tags and title fees are rising.
- Austin Mount, ECRC: Will MPOs have the ability to program the relief funding that is being allocated to the TMAs?
 - Daniel Cashin, FDOT: The allocations will be posted, and districts will work with MPOs to make sure their priorities are funded.

During the fifteen-minute break, the following TEDTalk was played: [Seven Principles for Building Better Cities.](#)

Document Portal and Partner Site

Mark Reichert introduced Samantha Parks (FDOT). Samantha shared that FDOT has developed a web portal to house resources that would help streamline the planning process by acting as a document repository and facilitating the review process. The document portal was launched in November 2020. The site will be continuously updated as new resources are added. Samantha shared several features of the site including the Quick Links section, the link to the FDOT SharePoint, MPO Document Review Portal, and the Subject Areas.

If you do not have access to the partner site, email Samantha Parks.

Discussion

- Laurie Schaediger, Pasco MPO: Can a “save” option be included in the MPO portal?
 - Samantha Parks, FDOT: Currently, submitting the document triggers the review process. This can be something that is looked into further.
- Chelsea Favero, Forward Pinellas MPO: Are the MPOs going to be uploading performance measures and targets into the portal once that section is complete?
 - Samantha Parks, FDOT: At the moment, the portal is only being used for the UPWP, LRTP and TIP. The data library section can be used to upload performance measures if that is helpful to MPOs.

PTASP and Transit/MPO Coordination

Mark Reichert introduced Rich Denbow and John Kaliski (Cambridge Systematics, Inc.) to provide a status update on the Transit Asset Management (TAM) Plan and Public Transportation Agency Safety Plan (PTASP).

John Kaliski explained that like other performance measures, there are more issues with coordination rather than with technical components. The technical components include identifying assets. There are four FTA asset categories including equipment, rolling stock, infrastructure, and facilities. There are distinctions between Tier I and Tier II assets. Tier I included fleets with over 100 vehicles or rail transit. Tier II included fleets with less than 100 vehicles, subrecipients under 5311, or indigenous tribes. All providers must include the following plan elements:

1. Inventory of Capital Assets
2. Condition Assessment
3. Decision Support Tools
4. Investment Priorities

Tier I assets must provide additional information, including:

1. TAM and SGR Policy
2. Implementation Strategy
3. List of Key Annual Activities
4. Identification of Resources
5. Evaluation Plan

A transit provider and/or group TAM plan sponsor must coordinate with the state DOT and MPOs to establish TAM targets. Transit providers must make TAM plan, targets, investment strategies, and any supporting information available to a state or MPO that provides funding to the provider. This includes an annual conditions assessment report.

The MPO may agree to support transit provider TAM targets or establish its own in coordination with the transit provider or FDOT. These targets must be incorporated into the TIP and LRTP. While MPOs do not have to update TAM targets annually, they must update targets when updating the LRTP.

Transit providers subject to FTA 5307 must adopt a Public Transportation Agency Safety Plan and establish applicable targets. MPOs must support transit provider targets or establish their own within 180 days of the transit agency adopting its targets. Transit agencies have until July 20, 2021 to adopt its PTASP.

Key recommendations:

1. Identify primary points of contact for the transit provider and MPO
2. Produce a list of key transit and MPO coordination activities (FDOT)
3. Provide technical support as needed (FDOT)

Discussion

- Denise Bunnewith, North Florida TPO: What am I required to do with the latest information from the transit provider?
 - John Kaliski, Cambridge Systematics, Inc: Transit providers are supposed to provide that information to FTA and MPOs. What MPOs do with that information is up to the MPO.
- Kevin Walford, Miami-Dade TPO: Does the annual February deadline only apply to the PM 1 Safety targets?
 - Mark Reichert, FDOT: Highway safety performance measures are set annually.
- Kevin Walford, Miami-Dade TPO: Will FDOT send out language for the safety section of the TIP and LRTP in regard to transit performance measures.
 - John Kaliski, Cambridge Systematic, Inc.: The TIP and LRTP templates are currently being updated. TIP updates will be uploaded after this week. We are identifying examples from Florida MPO's TIPs and LRPTs to begin the discussion for transit.

- A calendar summarizing the deadlines will be sent out this week.
- Lois Beollenback, River to Sea TPO: Does FDOT do an annual review with transit providers similar to the annual joint certification with MPOs?
 - Gabrielle Matthews, FDOT: No, FDOT does not have the oversight to do so.
- For the TAM plan targets, should MPOs have adopted their targets?
 - Mark Reichert, FDOT: Yes, and there are MPOs that have not adopted their TAM Plan targets. FDOT will be reaching out to those MPOs for documentation.
- Peter Buchwald, St. Lucie TPO: Can MPOs report the Public Transportation Agency Safety Plan via the TIP adoption. There is confusion about the timing of the reporting process. Are PM1 targets supposed to be included in the TIP?
 - The FTA schedule is different than FHWA. Recommend you confirm with both agencies.
- Dave Hutchinson, FDOT: Should MPOs show the new 5305(d) grant money after July 2021 in the new UPWP?
 - Mark Reichert, FDOT: Central Office's recommendation is to do the UPWP and PTGA concurrently.

March Reichert, FDOT: CUTR performed an MPO/Transit Agency Coordination study for us. The purpose of the study was to verify the coordination between MPOs and transit agencies. Based on the polling results, it appeared that levels of coordination vary widely. Are there best practices to improve the relationship between MPOs and transit agencies that could be shared?

- Whit Blanton, Forward Pinellas MPO: Forward Pinellas had monthly coordination meetings that were changed to occur every two weeks. There is no fixed agenda and FDOT sits in on the meeting.
- Aileen Boucle, Miami-Dade TPO: The TPO governing board is composed of members who also sit on the County board. All staff levels are involved in working groups, establishing transit priorities, and developing the transit plan or LRTP.
- John Crocker, FTA shares the following regulation:
<https://www.transit.dot.gov/regulations-and-programs/safety/public-transportation-agency-safety-program/metropolitan-planning>.

Alison Stettner clarified that the UPWP amendment and new PTGA covers Federal fiscal year 19/20 and can run concurrently. She encourages MPOs to get these out immediately.

Adjourn Day

FMPP Meeting Summary, February 4th 2021

Day Two Welcome

Karen Brunelle (FHWA) opened the meeting by welcoming the group back for their second day at FMPP. She stated that there are three c's of planning, but she had five c's which are the principles to success: customer service, commitment, candor, communication, and collaboration. FHWA came to this session with a focus on communication and collaboration.

L RTP Fiscal Constraint and Expectation Letters

Karen Brunelle introduced Teresa Parker and Cathy Kendall (FHWA) to talk about fiscal constraint for LRTPS. Over the years, there are commonly seen problems throughout MPO's Long Range Transportation Plans. Planning Expectation Letters (2008, 2012, & 2018) help provide guidance for different areas of focus.

A new tool that may also help in the quality assurance or quality control (QA/QC) of LRTPs is the LRTP Fiscal Constraint Checklist. Several scenarios were introduced, which generated discussion, including scenarios related to 1) incorporation of the first five years of the plan; 2) identifying which phases of a project in the first ten years are anticipated to have federal funding; and 3) what constitutes a good financial plan.

Discussion

- Carl Mikyska, MPOAC: If an amendment is made to the TIP, does an amendment need to be made to the LRTP?
 - Cathy Kendall, FWHA: It depends on what the change is. Is a project moving across timeframe bands? Is the amount of funding changing?
 - Carl Mikyska, MPOAC: There is concern that minor changes to the TIP would require an amendment or modification to the LRTP.
- Andrew Uhler, Palm Beach TPA: The TPA does not have the breakdown of federal and state funding from FDOT the Cost Feasible List.
 - Cathy Kendall, FHWA: Work with DOT and the District to identify the kind of funding that is necessary. FHWA needs to be able to tell if a project is using federal funding or not. The state provides information and the MPO must take that information and make it applicable to the MPO planning area.
- Lois Bollenback, River to Sea TPO: Programming is not determined by MPOs. Is there going to be a linkage that is looked at or enforced that will stand in the way of a project moving forward if we are off on our assumptions?
 - Cathy Kendall, FWHA: There are opportunities to adjust as needed.

- Lois Bollenback, River to Sea TPO: If we advance a project from a different time band, are we required to make an amendment? Are there going to be challenges if funding is different in the LRTP and TIP?
- Cathy Kendall, FHWA: We have a LRTP threshold document which would indicate if a modification or amendment is necessary. [This document is on FDOT's website.](#)
- Nick Uhren, Palm Beach TPA: SIS is not a fund code.
 - Jeffrey Kramer, Research Associate at CUTR: Correct. SIS facilities are funded by a variety of federal and state programs.
 - Cathy Kendall, FHWA: in the LRTP, MPOs need to identify if there are SIS facilities, and specifically, which projects are federally funded in the first ten years.
- Greg Slay, CRTPA: Are MPOs supposed to take the funding projects provided by FDOT and make assumptions about state and federal percentages for SIS projects?
 - Cathy Kendall, FHWA: For the first ten years. FHWA is looking for the LRTP to identify which projects, and which phases of those projects are anticipated to use federal funds.
 - Greg Slay, CRPTA: How much funding a project potentially has or actually has?
 - Cathy Kendall, FHWA: Take the revenue projections from FDOT and determine which projects would use federal funds for the first ten years in the LRTP.
- Pat Steed, Central Florida RPC: How does this relate to planning consistency issues?
 - Cathy Kendall, FHWA: If an MPO includes project phases with federal funds to the LRTP, an amendment or modification may be needed later in order for the TIP to be aligned with the LRTP. With adequate coordination with FDOT, issues might occur less.
 - Teresa Parker, FHWA: FHWA recognizes these concerns and encourage MPOs to coordinate with FDOT offices. FHWA needs to see state and federal funds in the LRTP, noted in the Cost Feasible Plan.
 - Karen Brunelle, FHWA: If the project is in the last ten years of the LRTP, FHWA does not expect to see the same level of detail as for projects in the first five years. The LRTP thresholds are quite high for when an amendment is needed.

Allowable and Unallowable Costs

Jim Martin (FHWA) introduced Holly Liles (FTA¹) to lead the discussion on allowable and unallowable costs using federal funds. FDOT and MPOs must have an approved Work Program

¹ Please note that the FTA statements reflected in the minutes do not have the force and effect of law and are not meant to bind the public in any way. The statements are intended only to provide clarity to the public regarding

prior to spending or receiving federal-aid planning funds. Different funding sources have different eligibility requirements: SPR Work Programs (23 USC §505), Metropolitan Planning (23 USC §134), STP (23 USC §133(b)), and FTA (29 USC Chapter 53).

In addition to eligibility, proposed costs must be necessary and reasonable, incurred within the performance period, and documented.

Discussion

- Mark Reichert, FDOT: Would devices that allow someone to open a door without the use of their hands be allowable?
 - Jim Martin, FHWA: That would be on a case by case determination.
 - Lisa Wilkerson, FDOT: This would need to be coordinated with the Comptroller. If it goes beyond masks and hand sanitizer, DFS would need to be consulted.
 - Stacie Blizzard, FHWA: For use of federal funds, the MPO must demonstrate that these purchases are reasonable and necessary to fulfill the MPO's grant.
- Lisa Wilkerson, FDOT: Do you anticipate these funds will be available after the pandemic?
 - Stacie Blizzard, FHWA: Once the pandemic is over, there will no longer be a health crisis. These purchases can only be made because it is a declared health crisis. It was also emphasized that during (and after) the declared pandemic, it is essential for MPOs to retain records on the purchases and the demonstration of the need for the items being purchased.
- Peter Buchwald, St. Lucie TPO: Is an expense eligible for reimbursement during the performance period? Should MPOs expense when a cost is incurred or when it has been paid?
 - Jim Martin, FHWA: It needs to be paid when the work is incurred.
 - Stacie Blizzard, FHWA: Bills are still being invoiced for work after the grant period ends (i.e. June 30th).
- Dawn Schawartz, Emerald Coast RPC: If we incur a cost and pay it after June 30th, does that need to be captured in the UPWP and would a reimbursement be given?
 - Jim Martin, FHWA: FHWA does not expect everything to be paid by June 30th and time extensions are allowable.
- Robert Sachnin, FTA: From FTA's perspective, the MPOs are subrecipients to FDOT. TrAMS is allocated through management software. Pre-award authority is incurring expenses before the grant is in place. It is best to coordinate with FDOT.

existing requirements under the law or agency policies. Grantees and subgrantees should refer to applicable regulations and statutes for requirements for FTA funding.

- Scott Philips, FDOT: Will or is the state considering increasing the state's micro-purchase threshold to align with the recently increased federal micro-purchase threshold?
 - Lisa Wilkerson, FDOT: This would need to be verified with the Procurement Office. Specifically, Carla Perry.
- Nick Uhren, Palm Beach TPA: The TPA has not received a public transportation grant agreement for FTA 5305(d) for Fiscal Year 2021. Have these funds been authorized?
 - Robert Sachnin, FTA: Funding has been apportioned. There are certain prerequisites that funds need to go through. FTA defers to FDOT.
 - Elizabeth Stutts, FDOT: FDOT has a preliminary application for 2021 funds. These funds will not be available until July 2021.

During the fifteen-minute break, the following TEDTalk was played: [What a Driverless World Could Look Like.](#)

Project Descriptions in the STIP/TIP

Holly Liles (FTA) stated that based on the review of the STIP, there were inconsistencies across planning documents. Distinctions between capital and operating costs have not been properly made. Additionally, it is essential that the planning areas is identified. FTA has been working with FDOT on descriptive materials for the STIP. FTA continues to work with FDOT Central Office and its partners to support MPOs and ensure that what is being programmed is moving forward and occurring.

Robert Sachnin (FTA) thanked FDOT for its partnership. To expand on Holly's statements, FTA has to look for specific activities (capital versus operating costs) to align with the applications. There are at least ten to fifteen FTA funding programs, so it is paramount to know what is programmed in the STIP. While certain funds are apportioned to certain urbanized areas, transit travels across multiple MPOs or counties. Gabrielle Matthews (FDOT) has worked with Work Program to make the distinctions between capital versus operating costs clearer.

Discussion

- Andrew Uhlir, Palm Beach TPA: The TPA Work Program shows the formula funds for FTA as a lump sum (primarily 5307). In the TIP, should the TPA break the funds across individual projects as they are being programmed?
 - Robert Sachnin, FTA: Make sure it is clear to FTA which funds are being utilized (5307 or 5310). Are there multiple funding programs? Are there multiple TZAs?

UPWP Amendment Thresholds

Holly Liles (FTA) explained that in Florida, it appears there is no existing thresholds in the UPWP to trigger an administrative modification. FTA and FHWA recognized there would be advantages to incorporate thresholds in order to streamline the UPWP development process. FTA and FHWA have begun to gather regulations and research other states to identify thresholds. Stacie Blizzard (FHWA) explained that this is an exploratory effort and will be coordinated with FDOT and MPOs.

Discussion

- Bekie Leslie, Charlotte County-Punta Gorda MPO: Is a TIP amendment warranted for the 5305(d)?
 - Erika Thompson, FDOT: The only time the TIP amendment is triggered is if the threshold of \$2 million or 20% increase in project cost occurs. This would warrant a modification potentially, but no amendment is currently required.
- Peter Buchwald, Palm Beach TPA: Will an amendment be required if the local match changes for the 5305? Can FDOT clarify the thresholds?
 - Mark Reichert, FDOT: After FMPP this was clarified. A UPWP amendment is required because using toll credits to cover the non-federal match drops the spending ceiling of the UPWP. Any change to the spending ceiling requires an amendment.
 - Scott Philips, FDOT: During the development of the UPWP, MPOs use estimates for years one and two. When the actual FTA apportionment is received, the estimated allocation is potentially off. In the past, once MPOs got the PTGA, they knew what the actual numbers are. This is causing an amendment to be made because a modification threshold for the UPWP is not set.
- Brandy Otero, Collier MPO: The Collier MPO “trued-up” its allocations in May after an amendment. The MPO will likely have to do another amendment to lower the allocations based on new PTGA information.
 - Mark Reicher, FDOT: Collier MPO and Central Office should talk offline.

Planning Consistency Across the STIP, TIP, and LRTP

Cathy Kendall (FHWA) explained that consistency across planning documents is something FHWA considers every year. As part of FHWA’s annual review of the STIP, FHWA reviews at least two projects from every MPO. During the last two reviews, over ten projects had at least one inconsistency between documents. These projects are placed on “hold” for funding authorization. Group discussion on possible reasons for inconsistencies between documents and how to avoid those inconsistencies.

Adjourn Day

FMPP Meeting Summary, February 5th 2021

Day Three Welcome

Carl Mikyska (MPOAC) opened the meeting by thanking Erika Thompson (FDOT) and Macy Fricke (Kimley-Horn & Associates) for making this conference seamless between presenters, live polling, and monitoring the discussion.

Different Approaches to Project Prioritization

Chelsea Favero of Forward Pinellas discussed its approach to project prioritization. During the update of the 2045 LRTP, the MPO identified the need to align the prioritization process with the goals of the new plan. During public outreach, participants were asked to share how they would allocate funds. While the actual spending of MPO funds did not necessarily align with public sentiment, great strides are being made to create multimodal facilities.

Chelsea explained that when the MPO calls for projects, multimodal facilities, complete streets, and TA prioritization is done separately. Prior to 2020, there was no official prioritization process. Now the process allows for flexibility given the geographic and modal diversity needs of the planning area. The general process includes a technical scoring component, meetings with applicants to review scoring, committee review of priority list, and final approval of the priority list in June 2021.

Steve Diez of Hernando-Citrus MPO adopted a “Keep-It-Simple” principle. In the past the MPO has had multiple lists and multiple top priority projects across mods. FDOT had struggled to identify the MPO’s top priority. The MPO decided to create one priority list.

Nick Uhren of Palm Beach TPA stated that the goal of the TPA is to collaboratively plan, prioritize, and fund the transportation system. The TPA created three distinct lists based on funding. Approximately \$20.5 million in state funds for other roadway projects in the LRTP (DDR, DS, and DPTO), \$22.8 million of federal funds for TMA funds in LRTP (SU and SA), and \$3.1 million in other federal funds. There are no SIS projects in their priority list.

Discussion

- Denise Bunnewith, North Florida TPO: Are projects moved off of the List of Priority Projects (LOPP) when they are completed?
 - Nick Uhren, Palm Beach TPA: Projects are not removed from the list until they go to construction or die for political reasons.
 - Chelsea Favero, Forward Pinellas MPO: Once projects are programmed into the Work Program, they are replaced with new projects. The MPO does not want a long LOPP.

- Denise Bunnewith, North Florida TPO: Are these projects that are being funded using SU or are these projects the Districts are funding?
 - Chelsea Favero, Forward Pinellas MPO: These lists represent all types of funding. The MPO does not just prioritize SU projects. Transit projects are included. All types of funding are included with the exception of TMA funds.
 - Nick Uhren, Palm Beach TPA: The TPA wants to recognize that there are dollar restrictions. If the project is on the state highway system, it should be funded accordingly.
- Mark Reichert, FDOT: How do the MPOs handle board member requests for projects?
 - Nick Uhren, Palm Beach TPA: If they are new projects, the TPA directs them towards the LOPP process.
 - Chelsea Favero, Forward Pinellas MPO: The MPO did not have a specific process for this until 2020. Moving forward, the MPO will ask for projects to be submitted in an application.
 - Steve Diez, Hernando-Citrus MPO: Hernando-Citrus would manage expectations and remind board members there are a finite amount of resources. Remind board members that the process takes time.
- Georganna Gillette, Space Coast TPO: What types of projects are submitted to FDOT for these priority lists? Are they widening projects, safety projects, sidewalk projects, etc.?
 - Nick Uhren, Palm Beach TPA: They are mostly safety projects. Sometimes a capacity project will be added. There is an opportunity to work collaboratively on the SIS.
- Eric Hill, MetroPlan Orlando: Chelsea showed equity as one component of prioritization. How is equity prioritized? Steve or Nick can also speak on this.
 - Chelsea Favero, Forward Pinellas MPO: The MPO looks at environmental justice (EJ) areas and additional improvements to mobility made to and from these areas. USDA food deserts are also identified. Approximately 15% of the points are given to that equity criteria.
 - Nick Uhren, Palm Beach TPA: The TPA assigns points to projects that benefit underserved and lower income communities. The TPA has an online mapping tool to see if points can be earned.
 - Steve Diez, Hernando-Citrus MPO: The MPO still has a way to go to adequately address equity concerns.
- Peter Buchwald, St. Lucie TPO: Does the MPO ever “true-up” to determine how accurate the SA allocations are within the planning area?
 - Nick Uhren, Palm Beach TPA: The TPA uses 10% as a benchmark.
 - Peter Buchwald, St. Lucie TPO: 10% of the TPO’s roads are on the state system. The SIS is in great shape. The TPO is currently trying to maximize the power of the TPO Board to understand the state and federal laws on block grants.

For those interested on the research conducted on equity and the MPO project prioritization, here is a 2019 project completed for the Center of Transportation Equity, Decisions, and Dollars (CTEDD) by CUTR: https://ctedd.uta.edu/wp-content/uploads/2020/01/kris_final.pdf.

How Each District Handles Work Program Development

Justin Hall (FDOT) stated that organizing the Work Program by mode enables MPOs to secure the proper funds for each type of project. There are many types of grant programs that could potentially be used to secure funds. Karen Taulbee (FDOT) stated that funding by mode as opposed to funding type leads to multiple lists.

Discussion

Prior to developing the annual List of Priority Projects, do MPOs have any formal coordination with the District team?

- Aileen Boucle, Miami-Dade TPO: District 6 has considerable coordination with the MPO. Districts also work closely with municipalities. There is time built into the schedule to incorporate feedback into the LOPP.
- Andrew Uhler, FDOT: District 4 has transportation alternatives that have already been prioritization. When project applications are submitted, the projects are scored and sent to FDOT. Coordination with FDOT starts early.
- Anne Taylor, FDOT: Emails are sent out to District Directors of Development with instructions for the current cycle project application process. MPOs must submit projects by July 1st.
- Peter Buchwald, St. Lucie TPO: The intent of a multimodal list is to move away from the typical roadway projects. Greg Stuart of Broward was one of the first to do this. Could we hear from him about the use of a multimodal list?
 - Greg Stuart, Broward MPO: The MPO started a multimodal list eleven years ago. It has been successful and the MPO has secured \$750 million in multimodal investments. Everything is done by funding buckets, which is tied to the priority list. District 4 has flexibility when it comes to negotiation.
 - Michael Escalante, Gainesville MPO: How does the MPO get to “Complete Streets” corridors if the LOPP is formatted by mode?
 - Greg Stuart, Broward MPO: Each corridor should lay out every type of funding being utilized.

How Safety Funds Work

Beth Alden of Hillsborough MPO stated that the most important part of the MPO’s process is having the MPO board put all of the safety projects at the top of the LOPP. \$46 million dollars

were allocated towards safety projects last year. These were funded through safety funds, STGB, and partially GA. She explained that a large part of successfully funding safety projects has been ongoing coordination with District 7 staff who have been able to identify creative ways to fund projects. While safety grants are one part of the puzzle, to move the needle, more resources are needed to be directed towards safety.

Do you have a specific safety project list?

- Christopher Rosenberg, Miami-Dade TPO: New dedicated safety list was added to the LOPP. To address the new performance measure, the TPO asked Miami-Dade County to identify the highest crash locations on the arterial system. The county identified thirteen high crash locations.
- Denise Bunnewith, North Florida TPO: Do your MPOs identify specific safety projects? On what basis do you identify a specific project? North Florida TPO has identified corridors but cannot recommend specific remedies.
 - Beth Alden, Hillsborough MPO: The MPO uses planning dollars to pay consultants to do a field review of high crash corridors. These field reviews include engineer cost estimates and identified potential right-of-way (ROW) acquisition. Identify low-cost projects and prioritize the low hanging fruit.
- Peter Buchwald, St. Lucie TPO: What do you foresee in the future of funding? Using TMA or SU funding?
 - Beth Alden, Hillsborough MPO: All of the above. Safety is a top priority and all types of funding will be utilized including local dollars.
- Greg Stuart, Broward MPO: Has any MPO had success in securing a safety improvement in the MTP? Are there suggestions from Central Office to get some of those safety dollars programmed for local priorities?
 - Beth Alden, Hillsborough MPO: District 7 uses funds on safety priority list. Feasibility studies could be used to help identify the cost benefits of projects. For example, lighting has a high-cost benefit.
 - Mark Reichert, FDOT: Brenda Young with the Safety Office has committed to coming to a future MPOAC meeting.
- Lois Bollenbeck, River to Sea TPO: How do we as MPOs support safety initiatives? How do we allocate resources accordingly when there is a plethora of safety data available?
 - Alison Stettner, FDOT: The department hears the concerns about the data. The safety data integration space will begin to identify HSIP areas and share information to align state and local priorities. The external site will be launching in spring of 2021. Having a data-driven process that is stringent and detailed is crucial.
 - Peter Buchwald, St. Lucie TPO: There is no unified system currently, but there is a lot of crash information on bicycle and pedestrian safety, roadway crashes, Florida HSMV, Signal 4, etc.

- Lois Bollenbeck, River to Sea TPO: Can each district provide a list of locations that have been identified as high priority?
 - Alison Stetter, FDOT: Yes. FDOT will contact the safety engineer and send the list out.

During the fifteen-minute break, the following TEDTalk was played: [Why Buses Represent Democracy in Action.](#)

Census and Revenue Projects

Carl Mikyska (MPOAC) presented on some of the potential impacts of the newly completed 2020 census. There are expected to be four new TMAs in Florida: Okaloosa-Walton TPO, Gainesville MPO, Ocala-Marion TPO, and Lake Sumter MPO. There will likely not be an additional MPO. Currently, MPOs are funded through PL funds. Each MPO receives a base fund of \$350,000. The remainder of PL funds are distributed based on population. If two MPOs merge, the new MPO retains its base amount of \$700,000.

Discussion

- Gary Harrell, Charlotte County-Punta Gorda MPO: How is the \$350,000 amount determined?
 - Carl Mikyska, MPOAC: It is a collaborative effort on how to distribute PL funds. It has to be a cooperative agreement between the MPOs, FHWA and FDOT.
- Wilson Fernandez, Miami-Dade TPO: Since the remaining funds are apportioned by population. Is that population determined using the 2000 census or the 2020 census?
 - Carl Mikyska, MPOAC: Distribution of funds within Florida is determined based on the latest UZA. The current formula for PL fund distribution utilizes the 2000 census. If the formula were to utilize the 2020 census, Florida would receive close to \$22 million dollars more.
- Christopher Rosenburg, Miami-Dade TPO: There are a few important items coming to fruition: the new census data and CPG agreement model. Has FDOT put thought into how those two components could affect funding distribution?
 - Mark Reichert, FDOT: No decision has been made yet.
- Jeffery Kramer, University of Florida: See Subsection (b)(5)(d) and (b)(6) for PL funding: <https://www.law.cornell.edu/uscode/text/23/104>.

Innovative Techniques for Community Engagement

Whit Blanton of Forward Pinellas MPO described the best practices for community engagement in a virtual or remote setting. A key strategy has been to engage the public through interactive mapping (ESRI GIS), which was used for the recently completed Active Transportation Plan.

Other community events included Virtual Summits, community art projects, local scavenger hunts, and a Safe Streets Virtual Campaign. During the pandemic, the MPO had been tracking blog post views, social media engagement, and newspaper article clicks.

Ryan Brown of Sarasota Manatee MPO explained that public involvement efforts needed to be re-thought given that holding workshops was no longer an option. The MPO began to host bi-weekly video podcasts to discuss the LTRP and other important transportation related topics. The link to the podcast and public input webpage: <https://publicinput.com/hub/1106>.

Have you had issues making quorum during the pandemic?

- Whit Blanton, Forward Pinellas MPO: No problem with the board, but there is difficulty in finding time for the Citizens Committee and Regional Board.
- Nick Lepp, MetroPlan Orlando: The MPO has been holding PAC and Citizen Committee as workshops instead of meetings and the ratification of actions occurs later.
- Paul Calvaresi, Broward MPO: There should be a provision that allows MPOs to hold quorum virtually.

Closing Remarks

Please complete the FMPP 2021 Closing Survey:

www.surveymonkey.com/r/FMPP2021Closing.

Submit nominations for Excellence in Transportation Planning Awards by March 19, 2021:

www.fdot.gov/planning/transplex/awards.

Save the Date for the TransPlex in April 2021: www.fdot.gov/planning/transplex.

Alison Stettner (FDOT) thanked participants for putting together and attending the 2021 FMPP Conference.

Adjourn

Action Items

The following table lists action items identified during the meeting, those responsible for completion of the action item, and the status.

Action Item	Staff Responsible	Status
Provide guidance on how MPOs can use COVID relief money	FDOT	
Share telecommuting policy recommendations	Aileen Boucle	
Include expectations under each UPWP task in template	Mark Reichert	
Include a “save” option in the MPO portal	FDOT	
Include a “What’s New Section” in the MPO portal	FDOT	
Include a Planning Timeline graphic on the MPO portal	FDOT	
Produce a list of key transit and MPO coordination activities	FDOT	
Provide calendar summarizing deadline for transit performance measure for LRTP and TIP	FDOT	
Reach out to MPOs for TAM target documentation	FDOT	
Provide language to link safety performance measures and targets in TIP	FDOT	
Set up MPOAC meeting with Brenda Young	FDOT	
Contact safety engineer and send list of high priority crash locations to MPOs	FDOT	
Use new LRTP Fiscal Constraint Checklist for QA/QC	FHWA, FDOT, and MPOs	
Include in the new S/TIPs, a discussion of the Safety Target Implementation Plan	FDOT and MPOs	
Include in the new S/TIPs, a discussion of how the selection of projects are anticipated to affect the adopted TPM targets	FDOT and MPOs	
Refine the S/TIP template to include the discussion of how the selection of projects are anticipated to affect the adopted TPM targets	FHWA and FDOT	