



FMPP

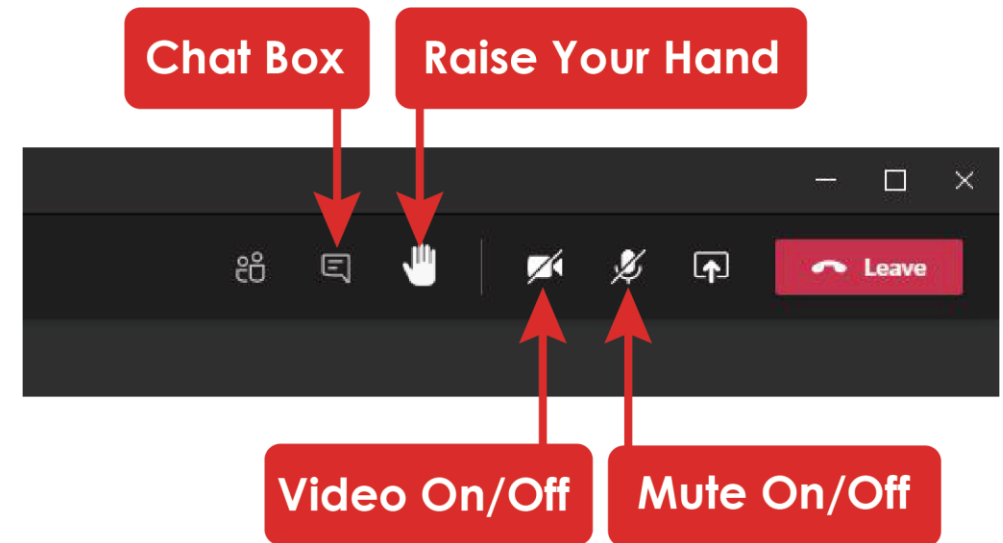
Florida Metropolitan Planning Partnership



Housekeeping



- **Three sessions, three days**
 - » Each day facilitated by a different group
 - » An agenda is in the chat box
- **Meeting etiquette**
 - » Turn your camera off unless you are speaking
 - » Mute yourself unless you are speaking
 - » Raise your hand to be called upon to speak or enter a question/comment in the chat box
 - » Lower your hand once you have spoken or if your question has been answered
- **Opportunity for open dialogue and participation**
 - » Using PollEverywhere to facilitate discussion
- **Transportation trivia between each topic!**



Ways to Participate



● PollEverywhere

- » Visit from your phone or internet browser: www.PollEv.com/fmpp2021
- » No registration required
- » Add your name
- » Enter your response!

● Trivia

- » Use the same name and device each day to keep your score
- » Scoring is based on correctness and SPEED

Agenda – Thursday, February 4th



Time	Topic	Facilitators
1:00-1:10 pm	Welcome and Introductions	Karen Brunelle
1:10-1:40 pm	LRTP Fiscal Constraint and Expectations Letters	Teresa Parker and Cathy Kendall
1:40-2:25 pm	Performance Targets, TIPs, and LRTPs	Cathy Kendall
2:25-3:10 pm	Allowable and Unallowable Costs	Jim Martin and Holly Liles
3:10-3:25 pm	BREAK	
3:25-3:45 pm	Project Descriptions in the STIP/TIP	Holly Liles
3:45-4:10 pm	UPWP Amendment Thresholds	Stacie Blizzard and Holly Liles
4:10-4:30 pm	Consistent Plans	Cathy Kendall



A Deep Dive Into the Treacherous Waters of LRTP Fiscal Constraint

Presenters: Teresa Parker and Cathy Kendall
FHWA Florida Division



To address commonly seen problems in LRTPs,
FHWA FLDiv worked with FDOT and the MPOs to
develop -

Planning Expectations Letters

2008, 2012, and 2018

Expectations Letter Implementation

FHWA has incorporated the provisions and regulations into a checklist which we use to review LRTPs -

- For TMAs during Cert Reviews
- For non-TMAs as part of PAR reviews.
- The Checklist Is Value Added for FHWA

Questions For Our Partners:

- ▶ How are the Expectations Letter Communicated?
- ▶ Are the Expectations Letters Provided to the Consultant?
- ▶ Would a checklist be a useful tool for MPOs to use to as they develop the draft LRTP?



Treacherous Waters

FHWA is currently finding frequent LRTP deficiencies



- Does the CFP include projects for the entire plan timeframe?
- Are costs and revenue source for all phases of projects are shown (PE, ROW, Con)
- What projects in the 1st ten years will use federal funds?
- Is there a financial plan that compares anticipated revenues to project costs (in YOE) for the planning timeframes?
- How do O&M costs relate to the revenues in the financial plan?



Poll Time!

Recommended Resources

- FHWA FLDiv LRTP Expectations Letters (2008, 2012, 2018)
- FHWA FLDiv LRTP Fiscal Constraint Checklist



Please Contact FHWA for Assistance

Stacie Blizzard - D4/D6

Teresa Parker - D2/D7

Jim Martin, AICP - D5

Carlos Gonzales - D1/D3

Cathy Kendall, AICP – Team Lead

2021 FLDIV Planning Team



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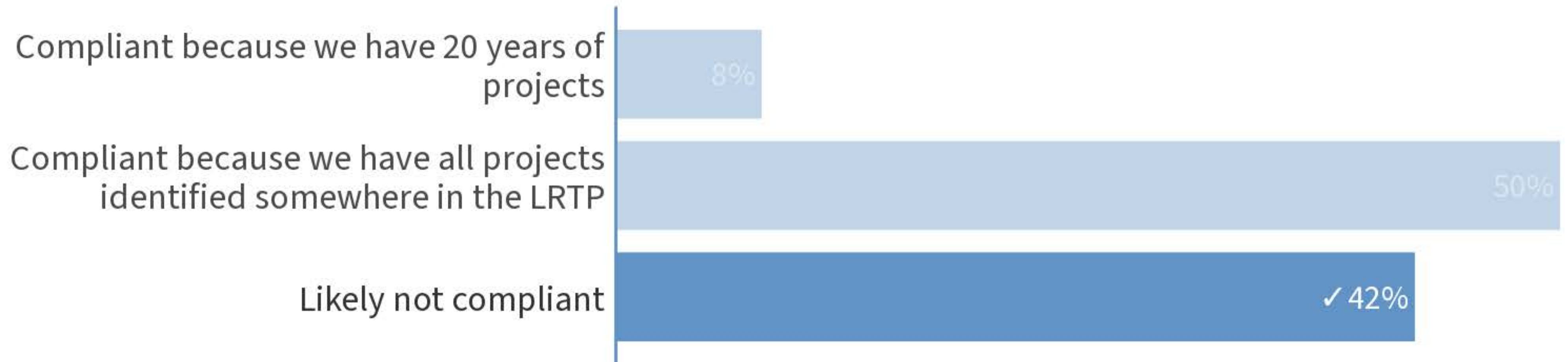
THANK YOU!

Teresa Parker and
Cathy Kendall

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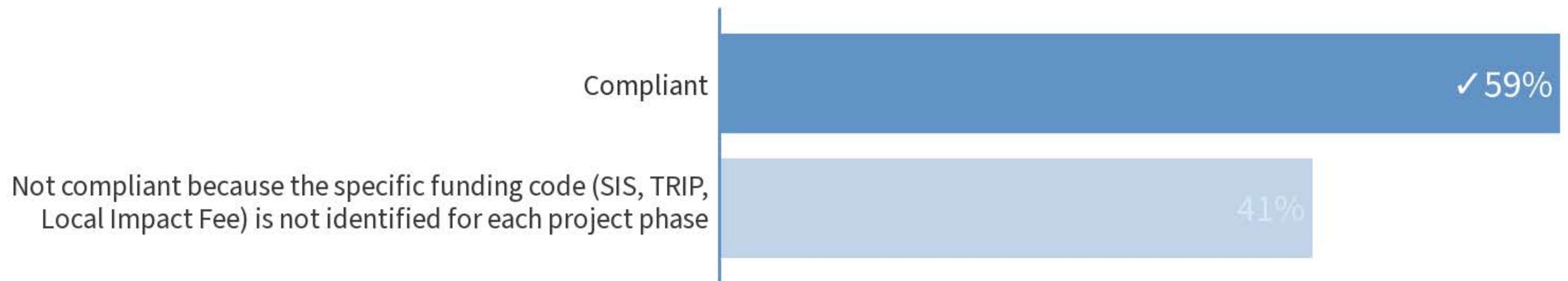
Our 2045 Plan that we adopted in 2020 has Cost Feasible projects for years 2025-2045. For short term projects, our LRTP references the TIP, which we even include as an appendix. Our plan is likely-



🖥️ When poll is active, respond at PollEv.com/fmpp2021

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Our LRTP shows the funding for each project phase as State, Federal, Local or a combination of those funding types. It is easy to see which projects in the first 10 years will use federal funds. For project funding identification, our LRTP is likely –



🖥️ When poll is active, respond at [PollEv.com/fmpp2021](https://Pollev.com/fmpp2021)

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23 CFR 450.324(f)(11) requires a financial plan that demonstrates how the adopted transportation plan can be implemented. What is the best way to meet this requirement?

A table that compares projected revenues against projected project costs for each planning timeframe.

✓ 69%

A chapter on projected revenues, and elsewhere in the document, the Cost Feasible section that lists all the Cost Feasible projects with a total cost for each one.

31%

Transportation Performance Management (TPM) as Part of Performance Based Planning and Programming

By Cathy Kendall, AICP

FMPP 2021



What's New in TPM and PBPP?

- Safety Implementation Plan – FHWA determined that Florida did not make progress toward its Safety Targets, requiring adoption of the Safety Target Implementation Plan
- FHWA review of how TPM is addressed in the new TIPs

23 USC 148: Highway safety improvement program

(i) State Performance Targets.-If the Secretary determines that a State has not met or made significant progress toward meeting the safety performance targets of the State established under section 150(d), the State shall-

(2) submit annually to the Secretary, until the Secretary determines that the State has met or made significant progress toward meeting the safety performance targets of the State, **an implementation plan** that-

(A) identifies roadway features that constitute a hazard to road users;

(B) identifies highway safety improvement projects on the basis of crash experience, crash potential, or other data-supported means;

(C) describes how highway safety improvement program funds will be allocated, including projects, activities, and strategies to be implemented;

(D) describes how the proposed projects, activities, and strategies funded under the State highway safety improvement program will allow the State to make progress toward achieving the safety performance targets of the State; and

(E) describes the actions the State will undertake to meet the safety performance targets of the State.

Plans Integration Need for the Safety Target Implementation Plan

- Florida has new Safety Target Implementation Plan (23 USC 148)
- **New TIPS** must recognize the Florida Safety Target Implementation Plan (Need for Plans Integration per 23 CFR 450.306(d) *Performance-based approach*)
- **New LRTPs** will vary in how they recognize the Florida Safety Target Implementation Plan (Need for Plans Integration per 23 CFR 450.306(d) *Performance-based approach*)

TPM in the TIPs – Title 23 SECTION 450.326

(c) The TIP shall be designed such that once implemented, it makes progress toward achieving the performance targets established under § 450.306(d).

(d) The TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

Current TIP Template – for Safety Target

Investment Priorities in the TIP

Opportunity for the MPO to discuss the prioritization process used to select safety related investment priorities in the TIP. In this section the MPO should describe its project prioritization/selection process including how the safety performance measures are considered in this process. Sample text:

The TIP includes specific investment priorities that support all of the MPO's goals including safety, using a prioritization and project selection process established in the LRTP. The MPO has developed a TIP project selection process that identifies and prioritizes projects aimed at improving transportation safety. The ranking criteria are updated annually and are included in the appendices of the TIP. The current ranking criteria give the most point value to projects with the greatest anticipated fatality reduction. Going forward, the project evaluation and prioritization processes used in the LRTP and the TIP will continue to use a data-driven strategy that considers stakeholder input to evaluate projects that have an anticipated effect of reducing both fatal and injury crashes.

The program of projects identified through this process are anticipated to contribute toward achievement of the safety targets. The safety infrastructure investments are targeted at specific opportunities to improve safety. For example, additional roadway lighting at intersections will improve pedestrian visibility to drivers [add other examples].

In addition to the specific safety programs included in the TIP, other programs also consider safety as a key factor. Safety impacts are considered in the evaluation of proposed preservation, capacity, and operation projects, including projects on Florida's Strategic Intermodal System as well as regionally significant facilities identified in the LRTP. [add additional examples]

All projects in this TIP inherently support progress towards achieving the safety performance targets, through their adherence to the MPOs policies, programs, and standards related to safety. [add additional examples]

Possible Strategies to Show Anticipated Effects of TIP Projects on the Adopted Targets

- Data – some project types, based on past research, are anticipated to have a specific quantifiable effect (e.g., round-a-bout, pedestrian beacons, etc., modeling projections)
- Comparison of the level of past funding for specific types of projects to current funding
- Comparison of the number of specific project types to the current number of projects of the same type in the TIP
- Do the projects address the most problematic locations?
- Other?

Next Steps

Safety Target Implementation Plan

- Integrate Safety Target Implementation Plan into S/TIPS and LRTPs

TIPs to Anticipate Effect of Project Selected on Performance Targets

- Include in new TIPs
- Enhance templates to specify this

Discussion

Cathy Kendall, AICP
FHWA FL Division Team Lead
FMPP 2021



A sunset over a body of water. The sun is low on the horizon, casting a golden glow across the sky and water. A small boat is visible in the distance. In the foreground, there is a large, dark, circular oil spill on the water's surface. The text "SKIMMING" and "THE SURFACE" is overlaid on the image.

**SKIMMING
THE SURFACE**

Federal-aid Allowable and Unallowable Cost

Holly Liles – Region 4, FTA
Robert Sachnin, AICP – Region 4, FTA
Lisa Wilkerson – CO, FDOT
Jim Martin, AICP – Florida Div., FHWA



PURPOSE OF THIS PRESENTATION

This session provides an *introduction* to administrators for the Florida Departments of Transportation (FDOT) and Metropolitan Planning Organizations (MPOs) who use or manage planning funds.

The main focus will be to provide a understanding of what is, and is not, an eligible expenditure of Federal-aid grant.

AN ADOPTED UPWP OR SPR WORK PROGRAM OUTLINES ALL PLANNING ACTIVITIES PROPOSED FOR FHWA AND FTA FUNDS



A grant is the instrument that provides Federal funds to carry out a specific purpose authorized by a Federal law.

CFR apply whether the funds are from the FHWA or FTA, in addition to other requirements.

Different grants may be directed to certain activities. (i.e. transit planning.)

Unified Planning Work Program (UPWP), SPR Work Programs, TrAMS

The State DOT's grant application for Federal SPR funds is the **SPR Work Program**.

The MPO's grant application for FHWA Federal-aid funds is the **UPWP**.

The FDOT's grant application for Transit Planning funds is through **TrAMS using the UPWP**

FDOT and MPOs must have an approved work program to prior to spending or receiving Federal-aid planning funds.



WHAT ACTIVITIES CAN BE FUNDED BY FEDERAL-AID PLANNING GRANTS?

Proposed activities and tasks must be both **eligible** for the requested funding under Title 23 and **allowable** under Office of Management and Budget (OMB) cost principles.



1. The proposed activity must be eligible for the requested funding.

A proposed activity is eligible if it is consistent with statutory and regulatory guidance for the particular funding source.

2. The proposed cost must be allowable under OMB cost principles.

To be allowable, a cost must be necessary and reasonable for proper and efficient accomplishment of the project objectives.



RESOURCES FOR DETERMINING ELIGIBILITY

Proposed activities must be consistent with the statutory and regulatory guidance for the specific funding source. Different funding sources have different eligibility requirements. The main sources for Federal-aid planning funds are:

State Planning and Research (SPR)

- For planning and research as defined in **23 USC Section 505**

Metropolitan Planning (PL)

- For metropolitan transportation planning as defined in **23 USC Section 134**

Surface Transportation Program (STP)

- For surface transportation planning programs as defined in **23 USC Section 133(b)**

FTA

- For transit planning funds as defined in **49 USC Chapter 53** and **Circular 8100.1D**



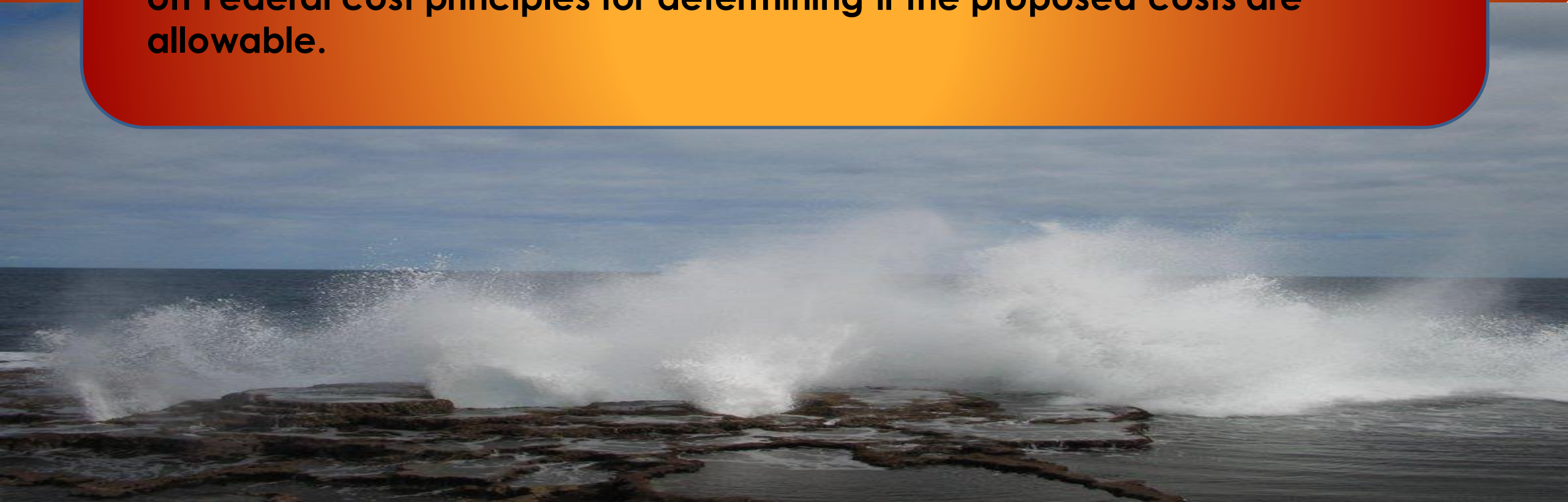
COST PRINCIPLES FOR DETERMINING ALLOWABILITY

In addition to being eligible, the proposed costs must be allowable under OMB cost principles. Proposed costs must be:

- **Necessary and reasonable.** Costs incurred by the FDOT or an MPO are allowable provided the costs are necessary and reasonable for proper and efficient accomplishment of project objectives.
- **Incurred within the performance period.** FDOTs and an MPO shall not incur costs outside of the start and end dates noted in FHWA and FTA's grant approval.
- **Documented.** Incurred costs must be supported by verifiable documentation from the FDOT or the MPO's records.

COST PRINCIPLES FOR DETERMINING ALLOWABILITY

2 CFR Part 200 — also known as the Uniform Guidance — includes details on Federal cost principles for determining if the proposed costs are allowable.



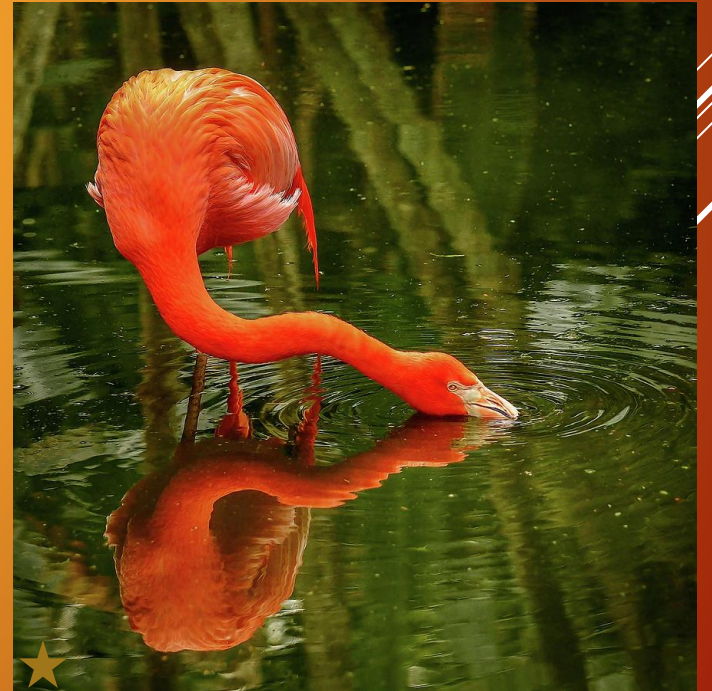
OTHER KEY GRANT TERMINOLOGY

Direct costs: Costs that can be specifically assigned to a particular program or objective.

- *For example:* Salary and benefits for technical staff working on a Federal-aid grant or costs of materials for carrying out a Federal-aid grant.

Indirect costs: Costs that cannot be assigned to a single program or objective and, rather, benefit multiple approved programs and objectives approved in the work programs. Indirect costs are supported by a cost allocation plan and an approved indirect cost rate proposal.

- *For example:* Rent; phone; office car; or general administration expenses such as the salaries of a receptionist, HR staff, and accounting staff.



If in doubt, ask for assistance.

The regulatory requirements for administering Federal grants are complex, and you may not have the financial, accounting, or legal backgrounds to fully understand all the intricacies.

If unsure about any aspect of grant administration, ask for help from your FDOT (1st), FHWA or FTA Planner.





Time for Poll Questions

A photograph of a beaver standing in shallow water, looking directly at the camera. A large, black question mark is superimposed above the beaver's head.

?

WHAT SHOULD I DO IF I BELIEVE AN ACTIVITY IN A PROPOSED WORK PROGRAM IS INELIGIBLE FOR FEDERAL-AID FUNDING?

1. Review the relevant laws and regulations.
2. Ask for help
3. If the proposed activity is ineligible it must be removed from the work program before approval.

Examples of ineligible activities include:

- Environmental work for a project.
- Annual legislative meal to show State leaders what an MPO is working on.



IS ____ AN ALLOWABLE COST?

The Uniform Guidance is the best resource for determining whether a particular cost is allowable under Federal cost principles. Here are a few examples:

Unallowable

- Alcohol
- Lobbying
- Entertainment costs
- Loss from other awards or contracts
- Costs incurred prior to grant approval

Allowable (if necessary and reasonable)

- Conference costs
- Travel
- Training and education
- Rent
- Legal costs
- Consultants
- Severance pay



AN MPO WOULD LIKE TO USE PL FUNDS TO PROVIDE COFFEE AND COOKIES AT A PUBLIC MEETING. IS THIS AN ELIGIBLE COST?

Yes

As long as the public meeting directly benefits the metropolitan planning process and the food costs are reasonable and encourage participation, then light refreshments are an eligible cost.



WHEN A RECIPIENT HAS QUESTIONS ON ALLOWABLE COSTS, WHOM SHOULD THEY CALL FIRST FOR HELP?

- a. **County Administrator**
- b. **FDOT**
- c. **FHWA/FTA**
- d. **The Federal Regional/Division Administrator**

MPOs should contract their FDOT District Liaison Office first. Their response will be based on whether the item is

1. In the Adopted UPWP,
2. Allowable per Federal regulations and guidelines
3. Reasonable for the activity (task)



WHICH OF THE FOLLOWING IS/ARE AN ALLOWABLE COST?

- a. Transit Planning Study
- b. Public Meeting Space
- c. Valet Parking (when self-park is available)
- d. Steak and Lobster dinner for staff
- e. A & B



Can an MPO purchase PPE with PL funds?

Yes

The purchase of PPE using PL funds would be considered reasonable and necessary for hand sanitizers, masks, and other protective measures for staff and where people will be gathering during the pandemic, such as in-person Board meetings. This does not include handing out PPE items at events – but an MPO could have masks to give people coming into a meeting or the office. This could also consist of putting up hand sanitizer stations etc. in the office.

NOTE: The use of 5303/5304/5305D program funds is NOT PPE eligible.



Can county engineering staff charge their time that is spent participating on MPO committees (i.e. Technical Advisory Committee) & other MPO meetings to the MPO's PL?

NO

A county engineer staff cannot charge their time to the MPO PL unless it is the MPO specifically called this line item out in their Final Approved UPWP for such related task.

RESOURCES

- Code of Federal Regulations: <http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl>
 - 2 CFR 200 (Uniform Guidance)
 - 23 CFR Part 420 – Planning and Research Program Administration
 - 23 CFR Part 450 – Planning Assistance and Standards
- 23 USC Sections 104, 133, 134, 135, 505: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title23/23tab_02.tpl
- FHWA Memorandum 2 CFR 200 Implementation Guidance: <http://www.fhwa.dot.gov/cfo/2cfr200guidance.cfm>
- FHWA Questions and Answers on Uniform Guidance: http://www.fhwa.dot.gov/cfo/2cfr200guidance_a.cfm
- NHI Web-based trainings: <http://www.nhi.fhwa.dot.gov/default.aspx>
 - FHWA-NHI-151046 - FHWA Planning and Research Grants: History, Sources, and Regulations
 - FHWA-NHI-151047 - FHWA Planning and Research Grants: Common Grant Rule
 - FHWA-NHI-151048--FHWA Planning and Research Grants: Cost Principles
 - FHWA-NHI-151049--FHWA Planning and Research Grants: Audits
- Program Guidance for Metropolitan Planning and State Planning and Research Planning Grants - Circular 8100.1(D)



A long-exposure photograph of a sunset over a body of water. The sky is a gradient of orange, yellow, and blue. The water is calm and reflects the sunset colors. On the left, there is a rocky shoreline with large, dark rocks. The text "Thank you" is overlaid in the upper center of the image in a large, black, sans-serif font.

Thank you

🖥️ When poll is active, respond at **PollEv.com/fmpp2021**

💬 Text **FMPP2021** to **22333** once to join

Which of the following best summarizes a Division Planner's role in Federal-aid planning grant administration?

Reviews, approves, and provides oversight of grant work programs

✓ 97%

Provides legal expertise on grants administration

3%

Conducts financial audits for State DOT and MPOs

Prepares indirect cost rate proposals

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OMB's Uniform Guidance consolidates Government-wide guidance on grant administration for Federal awards.



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Which of the following is never an allowable cost?

Conference cost

Cookies and coffee for a public meeting

38%

Training cost incurred before the work program was approved

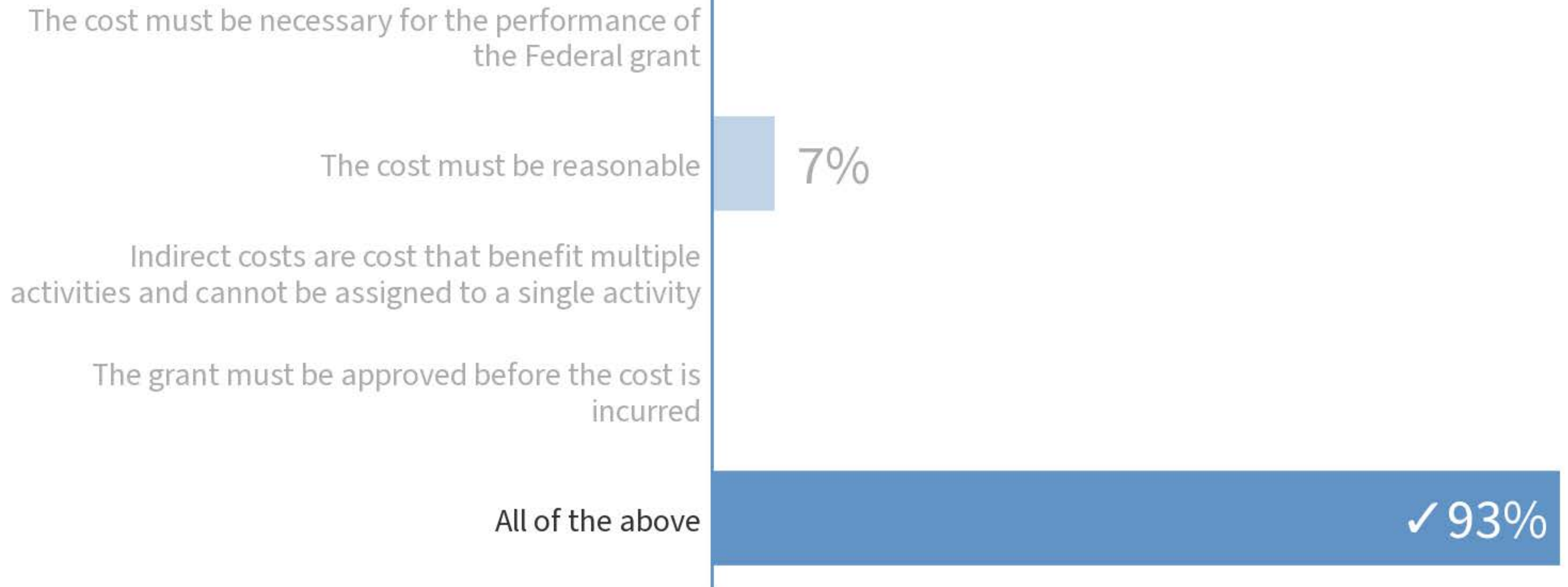
✓ 63%

Legal costs

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Which of the following is an OMB cost principle?





15 MINUTE BREAK

Project Descriptions in the STIP/TIP

Holly Liles, FTA

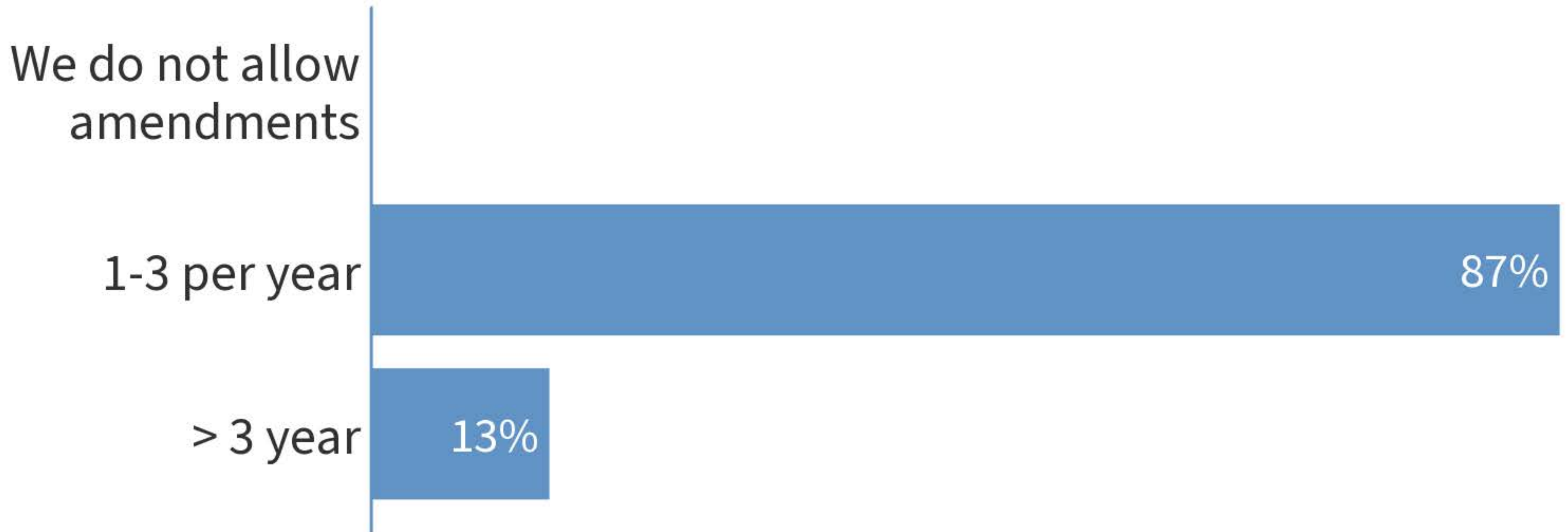
UPWP Amendment Thresholds

Stacie Blizzard, FHWA and Holly Liles, FTA

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How many UPWP amendments per year does your MPO average?



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How many modifications does your MPO process a year?

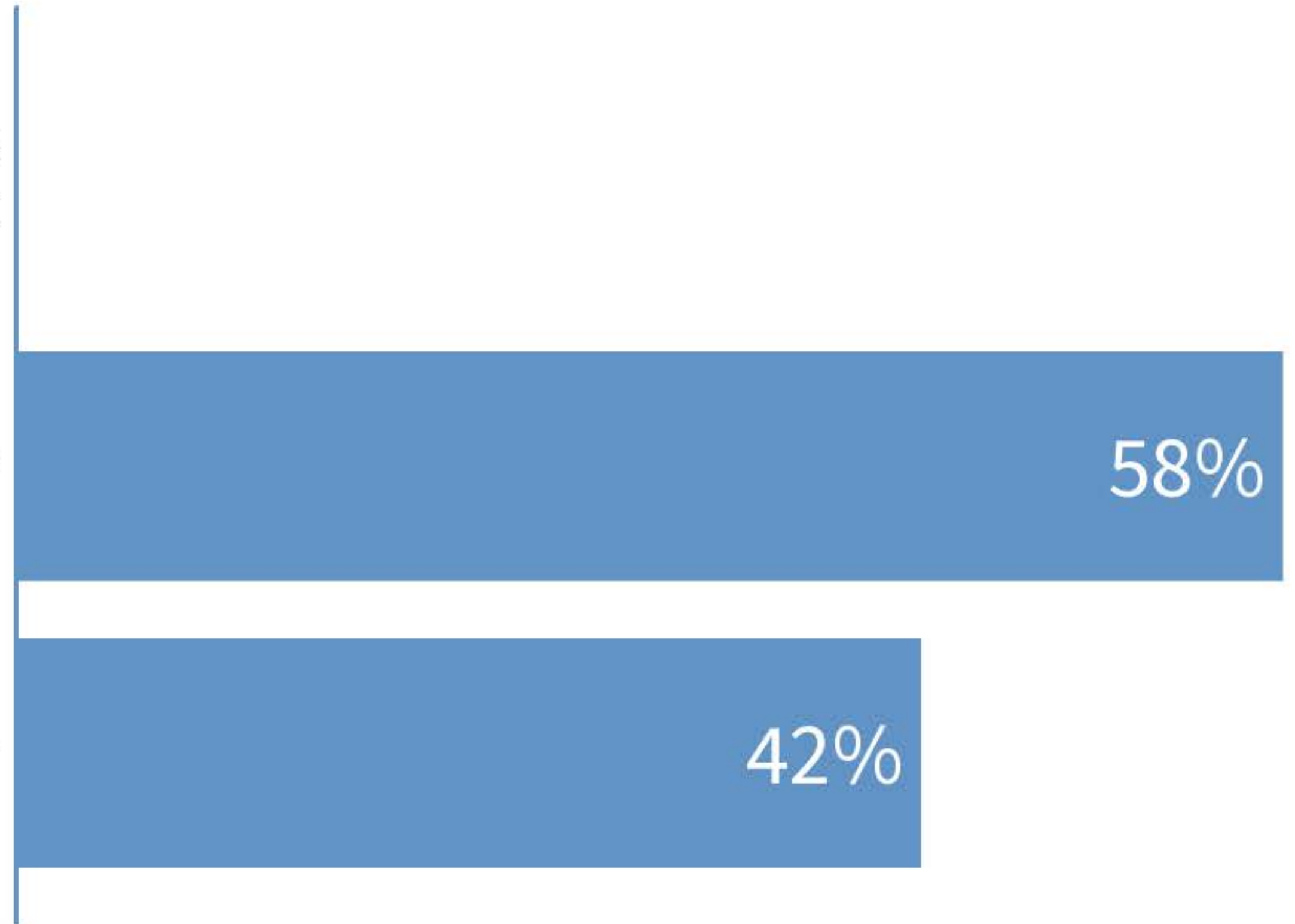
We do not process modifications,
everything is an amendment

1-3 per year

58%

>3 a year

42%



What actions or activities do you feel should not require an UPWP amendment, and instead use a modification?

Response

Minor Text changes

Changes in consultant costs

Agree with all noted

adjustment of funds that are not under contract

Agree with all noted

adjustments from from estimated funds to expected funds

Moving same funds around

Moving funds around in Upwp

Transferring funding among tasks

scrivners errors with descriptions

Redistribution of funds within a task

Recognizing roll forward pl funds

What level of monetary changes does your MPO feel should trigger an amendment vs. modification?

Response

2,000,000 and 20% for TIP

\$100,000

Match TIP thresholds

20%

6

1&2

\$100,000

2,000,000 and 20% for TIP

This is not a clear question. The type of changes is relevant. If the monetary changes are within UPWP tasks and do not change the total funding, that should always be a modification. If this is a change in the total funding for the UPWP then \$25,000.

\$100K



Project Consistency Across STIP, TIP, and LRTP

CATHY KENDALL, AICP

2021 FMPP

FHWA PLANNING TEAM LEAD

As Part of Annual STIP Review and Finding

FHWA reviews at least 2 projects from each MPO for consistency between the STIP, TIP and LRTPs

Addressing Project Inconsistencies in Plans

Last two years have found over ten projects with at least one inconsistency between documents

FHWA places a FMIS “hold” on these projects

The inconsistencies are noted in the Statewide Planning Finding report and recognized as one of the recommendations regarding Consultation with MPO Partners and as part of a “3-C” process.

Discussion

PollEverywhere

What are causes of inconsistencies between planning documents?

Response

Fhwa and FDOT bickering

Project advanced not in Irtip

Often timing - most inconsistencies do resolve through process but have to be tracked over time to see

Advancement or deferral of projects

In accurate local/state project costs

Projects advanced and not included in LRTP

changing interpretations of the regulations

LACK OF COORDINATION

Change to project scope

Siloed work and differing missions, visions and responsibilities.

timing issues with it

Local contribution changes

cost increase/decrease

inconsistent information

Estimate revisions

How can these inconsistencies be avoided?

Response

Christy Johnson

Christy

Fmpp2021

Better coordination between work program and MPOs in programming of projects

Coordinating and including MPO and FDOT with partner agency projects

Recognize value and knowledge of liaisons attending production meetings and siting on MPO committees

periodic oversight to ensure docs match actual track of real world project

Improved coordination between Mpo, fdot programming, and federal partners

Better coordination with MPOs during PD&E and design phases

Regular communication, both formal and informal.

plan early and often- communication is key.

streamlining information/consistent information criteria

Regular reviews of STIP/TIP

Unique project level cost

Moor coordination between fhwa and FDOT before MPOs get involved

Day 2 Closing Remarks



● Join us

» Friday at 8:30 am for Day 3

Time	Topic	Facilitators
8:30-8:40 am	Welcome and Introductions	Carl Mikyska
8:40-9:30 am	Different Approaches to Project Prioritization	Chelsea Favero, Forward Pinellas Steve Diez, Hernando/Citrus Nick Uhren, Palm Beach TPA
9:30-10:00 am	How Each District Handles Work Program Development	MPOAC, FDOT OWP, District WP
10:00-10:45 am	How Safety Funds Work	Ben Diamond, FDOT CO Beth Alden, Hillsborough MPO
10:45-11:00 am	BREAK	
11:00-11:30 am	Census and Revenue Projections	Carl Mikyska
11:30-12:00 pm	Innovative Techniques for Community Engagement	Whit Blanton, Forward Pinellas Sarasota/Manatee MPO