



Citizens Advisory Committee
Agenda Book

2:00 pm
Wednesday, April 2, 2025

North Florida TPO Board Room
980 North Jefferson Street
Jacksonville, FL 32209

Agenda Item A.

Minutes of March 5, 2025 Meeting

Action Item



CITIZENS ADVISORY COMMITTEE
MEETING SUMMARY

Wednesday, March 5, 2025 - 2 p.m.
980 North Jefferson Street
Jacksonville, FL 32209

MEMBERS PRESENT:

Walter Kloss, Clay County - **CHAIRMAN**
James Green, Duval County – **VICE CHAIRMAN**
Austin Chapman, St. Johns County
Doug Conkey, Clay County
Scott Cowitt, Duval County
Mario Dipola, St. Johns County
Jim Hill, Duval County
Joanne Kazmierski, Duval County
Nichole Mobley, Duval County
Bernie O'Connor, Duval County
Charles Pappas, St. Johns County
Barney Roberts, Duval County
Joe Trottie, Duval County
Eugene Yerkes, Duval County

MEMBERS ABSENT:

Lewan Brunson, Duval County
Roy Buncome, Duval County
Angel Corrales, Town of Orange Park
Branch Davis, Duval County
Chip Dobson, Clay County
David Duckworth, Duval County
Patrick Keogh, Nassau County
Oksana Spears, Nassau County
John Stack, Nassau County

OTHERS PRESENT:

Victoria Kutney, FDOT
Terry Shaw, Kimley Horn

TPO STAFF PRESENT:

Jeff Sheffield, Executive Director
Thalia Fuste, Transportation Planner
Marci Larson, Public Affairs Manager

Clark Letter, Director Planning and Analytics
Jennifer Lott, Executive Assistant

CALL TO ORDER

Vice Chairman James Green called the meeting to order at 2:02 p.m. and Doug Conkey led the Pledge of Allegiance.

PUBLIC COMMENT

None.

A. APPROVE THE FEBRUARY 5, 2025 MEETING MINUTES

Vice Chairman James Green asked for approval of the minutes of the February Citizens Advisory Committee meeting.

Charles Pappas moved to approve the February 5, 2025 minutes as amended; Barney Roberts seconded; motion unanimously carried.

B. FDOT REQUESTS AMENDING THE FY 2024/25 – FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM

Victoria Kutney presented the following amendment to the Transportation Improvement Program (TIP) for FY 2024/25 – FY 2028/29.

A copy of the request is included in Section B, which includes the following projects:

- **208183-6** – SR 16 (Leonard C Taylor Pkwy) from SR 15 (US 17) to Clark Road Resurfacing/FDOT/Clay County
- **427263-2** – Nassau County JTA 5311 Capital Purchase Vehicles/Equipment JTA/Nassau County
- **435865-1** – 5310 Operating Assistance for St. Johns Council on Aging (COA) Operating for Fixed Route/St. Johns Council on Aging/St. Johns County
- **451150-3** – 5310 Capital Jacksonville UZA – JTA Capital for Fixed Route/JTA/Duval County
- **452488-1** – 5310 Operating – Jacksonville UZA – The Arc of Jacksonville, Inc. Operating for Fixed Route/Arc of Jax/Duval County

Ms. Kutney asked for questions.

- Mario Dipola asked what the ARC of Jacksonville is.

Ms. Kutney responded the ARC of Jacksonville is a non-profit organization that assists with the intellectually disabled.

- Doug Conkey asked the difference between “capital for fixed route” and “operating for fixed route”. Mr. Conkey asked if one is building a bus stop, and the other is generating a bus stop.

Ms. Kutney responded she will look into it and respond back.

- Mario Dipola requested FDOT include a description of the individual amendments going forward.

Bernie O’Connor moved to approve the FDOT’s request to amend the FY 2024/25 – FY 2028/29 Transportation Improvement Program (TIP); Barney Roberts seconded; motion unanimously carried.

C. RESOLUTION ENDORSING THE JACKSONVILLE TRANSPORTATION AUTHORITY’S 2024 NORTHEAST FLORIDA COORDINATED MOBILITY PLAN

Clark Letter informed the group the resolution presented is for the TPO to endorse the Jacksonville Transportation Authority’s 2024 Northeast Florida Coordinated Mobility Plan.

Mr. Letter asked for questions.

- Doug Conkey asked if there was a defined way for the bus to get to the bus stop once the one-way streets become two-way streets.

Mr. Letter responded he does not have an answer to that question. He will reach out to JTA and report back.

- Mario Dipola commented Nina Sickler, City of Jacksonville’s Director of Public Works, gave a presentation at ITE and said that sometimes the city’s goals are not necessarily to rush people out of the city whereas FDOT’s goals are to minimize congestion.
- Joe Trottie commented from safety and traffic flow perspectives bus stops are usually off the roadway and do not impede traffic. The bus pull-offs are used to keep traffic flowing.
- Doug Conkey commented Nina Sickler should come and give a short presentation on the downtown vision in terms of the movement of cars and people and pedestrian safety.
- Vice Chairman Green commented in the areas where there are bus stops there is no parking in the segment where the bus is located.

- Nichole Mobley asked if this includes JTA's autonomous vehicle facility that is being built.

Mr. Letter responded it is included in their mobility plan.

Charles Pappas moved to approve the endorsement of the Jacksonville Transportation Authority's 2024 Northeast Florida Coordinated Mobility Plan; Joe Trottie seconded; motion unanimously carried.

D. APPROVAL OF THE 2025 LIST OF PRIORITY PROJECTS (LOPP)

The List of Priority Projects (LOPP) identifies potential projects to be funded in FDOT's Tentative Work Program for FY 2026/27 – FY 2030/31. A draft was presented at the February meeting. There were no major revisions to the document.

Mr. Letter asked for questions.

- Staff received the following questions.

1. JTA Priority #5 – Ferry – Acquisition of a ferry boat and supporting infrastructure

It was explained the ferry boat identified here was to replace the existing boat and not the acquisition of a second ferry that was announced a few months ago. Can the description be revised with this clarification?

(JTA's Response) The new vessel will supplement the existing ferry allowing JTA to provide uninterrupted service 365 days a year. By adding a second vessel, we can eliminate service suspensions due to routine maintenance and repairs. This will ensure consistent and dependable transportation for our riders.

2. TAP Projects - Nassau County – Yulee Elementary School had two projects on the list with one in the unfunded category.

We reached out to Nassau County, and they have requested to keep the Yulee Elementary pedestrian improvement project in the "Unfunded" section. They are unsure if the grant they received from Safe Routes to Schools will be enough to construct the project.

- Vice Chairman Green commented he is still confused regarding the ferry. They announced last year they are buying a new ferry and now it is showing up in the LOPP as something they want to do. Did the purchase fall through?

Mr. Letter responded it could be their grant funding is pending, and they want it to remain in the LOPP until it is finalized.

Charles Pappas moved to approve the 2025 List of Priority Projects (LOPP); Barney Roberts seconded; motion unanimously carried.

E. DRAFT FY 2025/26 UNIFIED PLANNING WORK PROGRAM (UPWP) STUDY SELECTIONS

Clark Letter informed the group the draft FY 2025/26 Unified Planning Work Program study selections was presented at the February meeting. Approval will be requested at the April meeting.

Mr. Letter asked for questions.

- Austin Chapman commented he submitted a study request related to Vision Zero. Mr. Chapman asked the group if this type of study would be of interest.
- Mario Dipola asked if the idea is to do a study on explicit counter measures or to come up with new counter measures.

Mr. Chapman responded his thought is to do a literature review of counter measures that we are not currently doing.

Mr. Dipola commented we can use counter measures in school zones. The cameras within the school zones are allowed to be operated outside school hours.

- Joanne Kazmierski commented if studies already exist it is important to use that study or finding and continue the conversation. If the study is a review of other studies that are done, you are paying for the review. Was your study recommended or is it something you are wanting to do this year?

Mr. Chapman responded he requested the study for this cycle; however, it is not projected to be funded.

- Scott Cowitt commented there were two fatal accidents last year by motorists going in the wrong direction.
- Nichole Mobley commented those accidents were caused because the motorists were drunk.
- Mario Dipola commented he supports studies like this but would like to know what the expected outcome is.
- Austin Chapman commented the goal is to develop five counter measures that need legislation or a framework to allow it to proceed.

- Nichole Mobley asked if the Vision Zero initiative would include all Florida counties.

Mr. Chapman responded all counties within the TPO boundary would be represented.

- Doug Conkey commented he would support a study that would produce recommendations that are politically palatable.
- Austin Chapman commented the study would identify several items and we could then decide if it is worth pursuing.
- Jim Hill asked for the definition of automated speed enforcement.
- Mario Dipola commented they send a code violation to you in the amount of \$100 for moving violations in school zones.
- Jim Hill asked what do they do if you do not have a Florida tag.

Mr. Dipola responded its similar to red light cameras.

- Joe Trottie commented safety and distraction are primary contributors to accidents. Mr. Trottie would like to know why it takes several accidents at an intersection to occur before a traffic control solution is implemented.

Mr. Shaw responded a set of criteria determines whether an intersection is dangerous and needs a traffic control solution.

- Mario Dipola commented his concern is the palatability. Jacksonville no longer has red light cameras. Mr. Dipola asked who defines what counter measures to be implemented.
- Austin Chapman would like to see the “out of the box” counter measures that are not already implemented.

F. ANNUAL ASSESSMENTS FOR FY 2025/26

Clark Letter presented the annual assessments for FY 2025/26.

Mr. Letter asked for questions. There were no questions at this time.

G. DRAFT JOINT CERTIFICATION OF THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Clark Letter presented the draft Joint Certification of the Metropolitan Transportation Planning Process.

Mr. Letter asked for questions. There were no questions at this time.

H. ANNUAL MOBILITY REPORT PRESENTATION

Terry Shaw of Kimley Horn gave a brief presentation on the Annual Mobility Report.

Mr. Shaw asked for questions.

- Austin Chapman asked how do you determine the cause of congestion.

Mr. Shaw responded the University of Maryland's CATT Center is the data source. They use INRIX and HERE probe data; as well as accessing events reported in Sun Guide and for all states that have an incident management system. Data also comes from Waze.

- Mario Dipola commented he doesn't like it when crashes or incidents occur that cause interruptions in traffic that he does not know about until he is upon it.
- Chairman Kloss asked if the crashes and fatalities were based on the state road system.

Mr. Shaw responded it was the entire system. It is broken down both ways within the study.

- Chairman Kloss asked if there were any differences in the percentages.

Mr. Shaw responded we did not do any statistical analysis this year. In the past, there was not a significant difference for similar facility types.

I. SMART NORTH FLORIDA

Jeff Sheffield informed the group Archer First Response will demonstrate its product April 24 for local fire chiefs, fire and rescue and FDOT District 2 rural communities.

- Nichole Mobley asked who will use the defibrillator once it gets to the individual.

Mr. Sheffield responded the defibrillator is dummy proof. The dispatcher will walk the individual through the exercise of using the defibrillator.

- Nichole Mobley asked if EMS will still come.

Mr. Sheffield responded EMS will still come. This is to try and save a person's life if EMS will not arrive within a certain time.

- Chairman Kloss asked if the plan is to deploy this at fire stations.

Mr. Sheffield responded under a three mile radius concept these drones would be housed at fire stations in strategic locations within the community.

J. OLD BUSINESS

CAC Meeting – February 5, 2024

- Doug Conkey asked if a flat bridge across a creek is classified the same as the Dames Point Bridge.

March 12, 2025 – Mr. Letter responded via email.

As identified in 23 CFR 490.409 (b), both bridges would be subject to the procedures and guidelines identified in the “Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation’s Bridges”. The assignment of a classification of Good, Fair, or Poor shall be based on the bridge’s condition ratings for NBI Items 58—Deck, 59—Superstructure, 60—Substructure, and 62—Culverts.

K. NEW BUSINESS

CAC Meeting – March 5, 2025

- Doug Conkey asked the difference between “capital for fixed route” and “operating for fixed route”. Mr. Conkey asked if one is building a bus stop, and the other generating a bus stop.

3/14/25 FDOT Response – The capital fund is used for the purchase of equipment, buses, etc.; whereas operating funds are used for the payment of salaries, gas, etc. The fixed route portion means routes that operate on predetermined routes with schedules and designated stops.

- Doug Conkey asked if there was a defined way for the bus to get to the bus stop once the one-way streets become two-way streets.

Mr. Letter responded he does not have an answer to that question. He will reach out to JTA and report back.

L. CAC COMMENT

- Mario Dipola suggested Austin refine and simplify his study request. Mr. Dipola thinks it should be specific on what you want and the desired outcomes.
- Joe Trottie commented that he read the zip code 32218 is growing faster than most areas within our area. Mr. Trottie wanted to know if Lem Turner is a priority.

Mr. Sheffield responded at this time it does not appear to be in queue in the work program.

M. PUBLIC COMMENT

N. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:12 p.m. The next CAC meeting will be April 2, 2025.

Agenda Item B.

**FDOT Requests Amending the FY 2024/25 –
FY 2028/29 Transportation Improvement
Program (TIP)**

Action Item



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

March 13, 2025

Elizabeth DeJesus
Transportation Planning Manager
North Florida TPO
980 North Jefferson Street
Jacksonville, FL 32209

Re: FDOT Amendment request for the North Florida TPO Transportation Improvement Program (TIP) for FY 2024/25 – FY 2028/29

Dear Elizabeth:

The Florida Department of Transportation (FDOT) requests Board approval for an amendment to the Transportation Improvement Program (TIP) for FY 2024/25 through FY 2028/29. Please add the following TIP Amendment requests for action by the TPO Board at their April meeting.

Please include the amounts listed for the total project in the TIP amendment report.

The following are new individual projects added to the current STIP:

**209407-2 Park Street from Parrish Pl to Glendale St.
Roundabout//FDOT//Duval County**

NON-SIS

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
TALU	PDE	\$641,000

**430911-3 Seminole Rd. at Plaza St. and Sherry Dr. Intersection
Roundabout//FDOT//Duval County**

NON-SIS

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
TALU	PDE	\$641,000

**430718-2 SR109(University Blvd) from SR10A (E. Arlington Expr.) to Los Santos Way
Intersection Improvement//FDOT//Duval County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
TALU	PDE	\$641,000

**432259-4 I-95 (SR9) from SR202 (J Turner Butler Blvd) to Bowden Rd.
Add Lanes & Reconstruct//FDOT//Duval County *SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
ACNP	PE	\$2,700,000

**440264-5 Jaxport Blunt Island Marine Terminal Design & Construct
Seaport Capacity Project//Jacksonville Port Authority //Duval County *SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DDR	CAP	\$1,900,000
LF	CAP	\$633,333

**209142-3 SR104 (Dunn Ave) from SR15(US1) New Kings Rd. to I-295(SR9A)
Resurfacing//FDOT//Duval County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2026</u>
DDR	PE	\$136,746
DIH	PE	\$13,675
SA	PE	\$561,682

**209441-5 SRA1A (Heckscher Dr.) from North of Ft. George Inlet to Nassau C/L
Resurfacing//FDOT//Duval County *NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2026</u>
DDR	PE	\$249,147
DIH	PE	\$24,915
SA	PE	\$1,016,249

438918-2 SR16 from SR23 (First Coast Express) to CR315 (Springbank Rd.)
Add Lanes & Reconstruct//FDOT//Clay County ***NON-SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2026</u>
SA	PE	\$5,000
SU	PE	\$2,000,000
TRIP	PE	\$2,000,000

443260-2 SR243 (Duval Rd.) Truck Parking North of I-295 (SR9A)
Parking Facility//FDOT//Duval County ***SIS***

<u>Fund</u>	<u>Phase</u>	<u>FY 2026</u>
CARB	PDE	\$500,000

If you have any questions about this project or this amendment request, please call me at (904) 360.5668.

Sincerely,

Victoria Kutney

Victoria Kutney
North Florida TPO Liaison
FDOT District Two

cc: Achaia Brown

Agenda Item C.

**JTA Requests Amending the FY 2024/25 –
FY 2028/29 Transportation Improvement
Program (TIP)**

Action Item



**JACKSONVILLE
TRANSPORTATION
AUTHORITY**

Board of Directors

Aundra Wallace
Vice Chair

Patricia Gillum Sans
Secretary

Megan Hayward
Treasurer

Greg Evans
Board Member

Max Globber
Board Member

Donald Horner III
Board Member

Chief Executive Officer

Nathaniel P. Ford Sr.

March 20, 2025

Mr. Jeff Sheffield
Executive Director
North Florida Transportation Planning Organization
980 North Jefferson Street
Jacksonville, FL 32209

Reference: Jacksonville Transportation Authority (JTA) Transportation Improvement Program Amendment; Transportation Improvement Program for FY 2025/26 State Transportation Improvement Program for FY 2025/26

Dear Mr. Sheffield:

The JTA requests placement on the agendas of the April meetings of the Technical Advisory Committee, Citizens Advisory Committee, and the Board of Directors of the North Florida Transportation Planning Organization (North Florida TPO), to consider the following amendment to add funding to the Transportation Improvement Program (TIP) for FY 2025/26 and State Transportation Improvement Program (STIP) for FY 2025/26.

The Park-N-Ride and Hub Improvement Project will enhance Park-N-Ride facilities by upgrading lighting, amenities, pavement markings, and resurfacing aging infrastructure. These improvements aim to increase safety, accessibility, and overall user experience for commuters. JTA currently operates 18 Park-N-Ride lots, serving as key intermodal transfer points. This project is part of JTA's ongoing commitment to enhancing regional mobility and providing high-quality transit infrastructure.

FY 2024 Community Project Funding

1) FM#	452917-2
FTA Grant	\$3,000,000
JTA Match	\$750,000
Total	\$3,750,000

Should you have any questions, please call me at 904-632-5501.

Sincerely,

Alexander
Traversa

Digitally signed by
Alexander Traversa
Date: 2025.03.20
17:17:57 -04'00'

Alexander Traversa
AVP – Planning and Project Development

Administration

Jacksonville Regional
Transportation Center
at LaVilla
100 LaVilla Center Drive
Jacksonville, FL 32204

Operations

P.O. Drawer "0"
100 N. Myrtle Avenue
Jacksonville, FL 32203

Main (904) 630-3181
Fax (904) 630-3166
www.jtafla.com

Agenda Item D.

**DRAFT Joint Certification of the Metropolitan
Transportation Planning Process**

Action Item



North Florida TPO

Calendar Year of Review Period: January 1, 2024, through December 31, 2024.

Click to enter the date the review is finalized.

Part 1 is to be completed by the Metropolitan Planning Organization

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT’s [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

Part 1

Part 1 of the Joint Certification is to be completed by the MPO.

Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement, and any other applicable agreements? Please list all agreements and dates that need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes No

A new ICAR agreement is being presented at the February Board meeting. A new version will be executed as soon as the authorities review individually.

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

Please Check: Yes No

The TPO has not dealt with any projects that cross MPO boundaries to date. In the case this rises in the future a Joint Metropolitan Agreement was executed in September 2024 between the North Florida TPO and River to Sea TPO to ensure proper coordination of the planning process.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes No

The Federal Planning Factors are addressed in the Unified Planning Work Program (see pages 20 - 26) and Long Range Transportation Plan (see page 7).

<https://northfloridatpo.com/uploads/Adopted-UPWP-North-Florida-TPO-FY-25-FY-26.pdf>

<https://atkinsna.maps.arcgis.com/sharing/rest/content/items/44d6a84eff004c19b12d68e13b2d5b5f/data>

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

Please Check: Yes No

The North Florida TPO practices a continuing, comprehensive and cooperative planning process working closely with the Florida Department of Transportation, the local transportation authorities, counties and cities. The TPO goes to great length to ensure public participation with special effort to include the underserved. The three C's are

evident in the development of all our plans including the Long Range Transportation Plan, Unified Planning Work Program, List of Priority Projects and Transportation Improvement Program. An example from the TPO's special studies is the Sunbeam Road Corridor study which was performed by our consultant team. The team engaged with the public through an online survey promoted through local Public Involvement Officers (PIOs) and through members of the TAC, included in the North Florida TPO newsletter, email blasts, Twitter and Facebook pages and directly mailed to residents in the overlapping zip codes.

<https://northfloridatpo.com/uploads/Studies/Sunbeam-Road-Corridor-Study.pdf>

5. When was the MPOs Congestion Management Process last updated?

The CMP was updated in 2024 and is available on the TPO's website here:

<https://northfloridatpo.com/uploads/North-Florida-TPO-2024-CMP.pdf>

Annually the TPO produces an interactive mobility report that tracks performance measures identified in the CMP: https://atibbetts.github.io/amr_2024/amr2024.html

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPP)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes No

The Public Participation Plan was recently updated and adopted in April 2023.

7. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

Please Check: Yes No

The PPP was presented at the TPO's Technical Advisory Committee, Citizen Advisory Committee and the TPO and posted on the website for at least 45 days allowing for public comment.

Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

Familiarity with state and federal requirements and responsible practice by an experienced professional insures that expenditures of Federal-aid funds by the North Florida TPO comply with prescribed procedures. There are policies and procedures in place to ensure compliance and consistency with applicable federal and state laws set forth in those agreements.

2. How often does the MPO submit invoices to the District for review and reimbursement?

The North Florida TPO invoices monthly.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

Please Check: Yes No

Although the North Florida TPO is not a direct recipient (its federal funds are passed through the State of Florida Department of Transportation), it is still subject to an annual single audit.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

The North Florida TPO undergoes an annual audit performed by a CPA which reviews and verifies compliance with 2 C.F.R. §200.302

5. How does the MPO ensure records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made?

The North Florida TPO keeps all current year expenditures organized in files readily available to the FDOT. The past records are stored based on Schedule GS1-SL under Chapter 119 of the Florida Statute.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

Yes. All required documentation is submitted to FDOT with all monthly invoices. Additional detailed documents are scanned and placed in our files and are readily made available for FDOT invoicing monitoring on either a semi-annual or annual basis. Current fiscal year records are retained in the Chief Financial Officer's offices while prior records are kept according to the State of Florida's General Records Schedule for State and Local Government Agencies.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

Compliance with Federal law is a term of the General Consulting Services contract signed by the Consultant. Consultant invoices are reviewed for compliance upon receipt. The MPO undergoes an annual audit performed by a CPA which reviews and verifies the compliance with Federal law.

8. **Indirect Cost Rates:**

- a. If the MPO uses an indirect cost rate, do they use a federally approved indirect cost rate, state approved indirect cost rate, or the de minimis rate? The de minimis rate recently changed from 10% to 15% of modified total direct costs, which may be used indefinitely by the MPO ([2 C.F.R. 200.414\(f\)](#)). Either de minimis rate is allowable (10% or 15%).

Please check one of the indirect cost rate options below:

MPO has a Federally Approved Indirect Cost Rate

MPO has a State Approved Indirect Cost Rate

MPO uses the De Minimis Rate (either the 10% or 15% indirect cost rate)

N/A (The MPO does not use an Indirect Cost Rate)

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

- b. If the MPO has an existing federal or state approved indirect cost rate, did the MPO submit a Cost Allocation Plan?

N/A

- c. If the MPO does not use an indirect cost rate, does it charge all eligible costs as direct costs?

Please Check: Yes No

Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

Please Check: Yes No

The North Florida TPO Executive Director has signed an FDOT Title VI/Nondiscrimination Assurance. Marci Larson, Public Affairs Manager, is responsible for the Title VI/ADA Program. The Nondiscrimination Policy and procedure is posted electronically in the lobby.

2. Do the MPO’s contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes No

All contracts include appropriate language as referenced in Section XVI Subpart 5 of our general services agreements:
5. Compliance with Nondiscrimination and Other Laws.

The Consultant shall comply with the regulations relative to nondiscrimination in federally assisted programs of the DOT Title 49, CFR, Part 21, as they may be amended from time to time, which are hereby incorporated herein by reference and made a part of this Contract. The Consultant shall also comply with the following civil rights regulations, as may be amended from time to time, which are incorporated herein by reference: 29 U.S.C. § 623, 42 U.S.C. § 2000, 42 U.S.C. § 6102, 42 U.S.C. § 12112, 42 U.S.C. § 12132, 49 U.S.C. § 5332, 29 CFR Part 1630, and 41 CFR Part 60. The Consultant, at its sole cost and expense, shall comply with applicable laws, regulations, ordinances, and rules of governmental agencies (including as applicable, the FHWA, FTA, OSHA, applicable State of Florida agencies, including the FDOT, the St. Johns River Water Management District (SJRWMD), the North Florida TPO, and the City of Jacksonville (CoJ)). Consultant shall secure all required licenses and permits necessary to the performance of the work at its sole cost and expense.

- 3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI, and does this procedure comply with FDOT's procedure?

Please Check: Yes No

Yes
[http://northfloridatpo.com/uploads/documents/NON DISCRIMINATION PLAN update 2019 FINAL January 2020.pdf](http://northfloridatpo.com/uploads/documents/NON_DISCRIMINATION_PLAN_update_2019_FINAL_January_2020.pdf)

- 4. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

Please Check: Yes No

The last in-person workshop that staff attended was the FHWA Title VI training in Tallahassee Feb. 12-13, 2019. With the advent of the pandemic, staff attended a wide range of webinars presented by American Planning Assn., FDOT, AMPO, Metro Quest and others that included portions covering Title VI, equity and environmental justice. In September 2023, staff completed certification in a virtual course in Advanced Title VI training provided by the National Transit Institute.

- 5. Does the MPO collect demographic data to document nondiscrimination in its plans, programs, services, and activities?

Please Check: Yes No

Yes. As part of nearly all our plans and studies a demographic and environmental screening takes place to identify disadvantaged communities that are marginalized, underserved, and overburdened. The TPO along with our consultants review census data, Justice 40 criteria and Efficient Transportation Decision Making processes and tools such as FDOT's ETDM screening tool and the Climate and Economic Justice Screening Tool. The use of these tools has led to the TPO including these analyses as part of all our plans and studies in conjunction with public outreach to these identified communities. The TPO engages with local community leaders as well as council members and commissioners to correlate the hard data with citizens' real experiences and input. The TPO's Long Range Transportation Plan includes outreach through technical and citizen advisory groups as well as online surveying to solicit input on the plans direction. The following documents show examples of data collection to identify and support nondiscrimination and equity:

http://northfloridatpo.com/uploads/documents/NON_DISCRIMINATION_PLAN_update_2019_FINAL_January_2020.pdf

http://northfloridatpo.com/uploads/documents/FINAL_2019_UPDATE_LEP.pdf

<http://northfloridatpo.com/uploads/Studies/Ladders-of-Opportunity-Final-Draft-Report-20-10-29.pdf>

6. Does the MPO keep on file, for five years, all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

Please Check: Yes No

Yes, complaints are filed if received, however, no complaints have been received in the last five years.

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes No

The North Florida TPO utilizes the Jacksonville Transportation Authority's procurement process. This process is consistent with state and federal requirements.

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

All procurement documents are available for your review.

3. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

Please Check: Yes No

The TPO has intergovernmental agreement with the Jacksonville Transportation Authority to procure consultant services.

4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes No

Consultants invoice monthly and provide a progress report. All invoices are received by the Director of planning and analytics. They are reviewed for correctness and approved for payment by the designated project manager/director. Payment is processed by the Chief Financial Officer and checks are signed by the Executive Director or the Director of Planning and Analytics in his absence. Consultants are evaluated every invoicing period for deviations from contract terms and schedules

5. Does the MPO's contracts include all required federal and state language from the FDOT/MPO Agreement?

Please Check: Yes No

Yes, contracts include all required federal and state language from the MPO agreement

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

The TPO utilizes the Jacksonville Transportation Authority (JTA) procurement and the JTA DBE Plan. This follows FDOT's DBE plan.

7. Is the MPO tracking all commitments and payments for DBE compliance?

Please Check: Yes No

The TPO tracks DBE invoicing and payments every month during the invoice processing. The TPO has no DBE goal as a requirement for consultants. The TPO is committed to tracking contracts through the FDOT EOC and GAP systems for new contracts and DBE compliance audits.

8. The MPO must be prepared to use the Grant Application Process (GAP) for DBE compliance with the EOC System. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete.

Please Check: Yes No

Training with TPO staff was completed February 28, 2022

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes No

Yes, The TPO utilizes the Jacksonville Transportation Authority (JTA) procurement, utilizes the JTA DBE Plan and includes appropriate language in all contracts

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) Minority business
- b) Local business
- c) Disadvantaged business
- d) Small business
- e) Location (physical location in proximity to the jurisdiction)
- f) Materials purchasing (physical location or supplier)
- g) Locally adopted wage rates
- h) Other:

13. Do the MPO's contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes **No** **N/A**

14. Do the MPO's contracts specify the race neutral or 'aspirational' goal of 10.54%?

Please Check: Yes **No** **N/A**

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes **No** **N/A**

16. Do the MPO's contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes **No** **N/A**

Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPO's noteworthy practices and achievements below.

The North Florida TPO offered assistance to the Florida Metropolitan Planning Organization Advisory Council (MPOAC) to revise its Noteworthy Practices process. The existing application process and means to evaluate submittals was complicated and time consuming. It also failed to provide ample opportunity for the selected MPO's to present their noteworthy practice to the MPOAC. The process also inherently favored the larger MPOs, thus discouraging participation by the smaller MPOs in the State.

The North Florida TPO developed an online portal on the MPOAC website for MPOs to submit their practices for consideration. Criteria were expanded to empower smaller MPOs to submit practices that may not necessarily be the most noteworthy, but something they are proud of and would like to share. All submittals are considered "noteworthy" to the extent that someone may find value in each one after hearing it. That said, the North Florida TPO setup a recurring webinar series titled "Noteworthy Practices Showcase". Each Showcase highlights 3 MPOs providing ample time for each to present and engage in questions afterward. All MPOs in Florida are invited to each online Showcase. As a value add, AMPO distributes the invite to all MPOs in the country.

The TPO Planned and Implemented a Clean Fuels Expo that drew about 90 attendees for panel discussions and presentations about alternative fuels in NE Florida. The event also included a display of vehicles using alternative fuels.

During the annual Clean Cities and Communities Peer Exchange that draws participants from the 75 coalitions nationwide and representatives from DOE and DOT, the North Florida Clean Fuels Coalition was recognized with these accomplishments for 2023:

- Greatest Percent Increase in GGEs (Gasoline gallon Equivalent) Reduced – third place
- Greatest Percent Increase in GHSs (greenhouse gas) Reduced – third place
- Greatest Energy Use Impact – Plug-in Electric Vehicles
- Greatest Energy Use Impact – Off-road vehicles
- Most Infrastructure Builds - LNG (liquefied natural gas)

Part 1 Section 6: MPO Comments

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

No additional comments or questions



North Florida TPO

Calendar Year of Review Period: January 1, 2024, through December 31, 2024.

Click to enter the date the review is finalized.

Part 2 is to be completed by the FDOT District

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process described in [23 C.F.R. §450.336](#). The joint certification begins in January, which allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of the MPO's noteworthy achievements and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to the Central Office, Office of Policy Planning (OPP), by June 1.

Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

Please note that the District shall report the identification and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the District's satisfaction, the District shall report the resolution to the MPO Board.

The final Certification Package should include Part 1, Part 2, Risk Assessment Scoring Sheet, and any required attachments and be transmitted to the Central Office no later than June 1 each year.

Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient of federal funds and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;*
- (2) The results of previous audits, including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
- (3) Whether the subrecipient has new personnel or new or substantially changed systems; and*
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate, as described in §200.208.

(d) Monitor the subrecipient's activities as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) *Reviewing financial and performance reports required by the pass-through entity.*
 - (2) *Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies about the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*
 - (3) *Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by [§200.521](#).*
 - (4) *The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section [§200.513\(a\)\(3\)\(vii\)](#). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.*
- (e) *Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be helpful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*
- (1) *Providing subrecipients with training and technical assistance on program-related matters; and*

- (2) Performing on-site reviews of the subrecipient's program operations;
- (3) Arranging for agreed-upon-procedures engagements as described in [§200.425](#).

If an MPO receives a Management Decision due to the Single Audit, it may be assigned a high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in [2 CFR §200.331](#) (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which District MPO Liaisons review the MPO's supporting documentation for their invoices for the upcoming year. The [Risk Assessment Scoring Sheet](#) is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

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

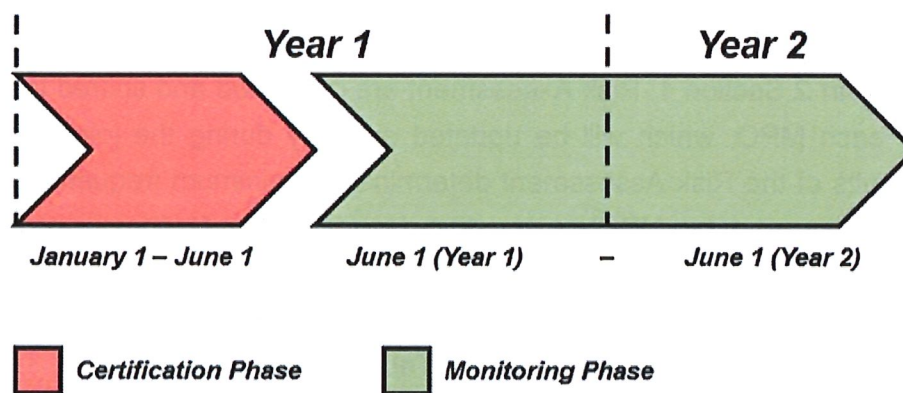
The Risk Assessment part of this joint certification has two main components, the Certification phase and the Monitoring phase, and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During these 5 months, a Risk Assessment assesses the previous calendar year (January 1 through December 31).
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for 12 months

starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 17 months in total. On January 1 of each year, the new Certification phase begins, which overlaps with the previous year's Monitoring phase. **Figure 1** shows the timeline of the Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

The District MPO Liaison must complete part 2 of the Joint Certification.

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
19	01/01/2024- 01/31/2024	02/21/2024	No
20	02/01/2024- 02/29/2024	03/13/2024	No
21	03/01/2024- 03/31/2024	04/08/2024	No
22	04/01/2024- 04/30/2024	05/16/2024	No
23	05/01/2024- 05/31/2024	06/14/2024	No
24	06/01/2024- 06/30/2024	07/25/2024	No
1	07/01/2024- 07/31/2024	08/22/2024	No
2	08/01/2024- 08/31/2024	09/12/2024	No

3	09/01/2024- 09/30/2024	10/07/2024	No
4	10/01/2024- 10/31/2024	11/08/2024	No
5	11/01/2024- 11/30/2024	01/06/2025	No
6	12/01/205- 12/31/2025	01/23/2025	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			12
Total Number of Invoices Submitted			12

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed during the certification period in **Table 3** and attach the checklists to this risk assessment. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Invoice Review Checklist. “Yes” indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting unallowable, unreasonable, or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.
- Not using a federally approved indirect cost rate.
- Not providing an overhead cost rate when claiming overhead costs.

Corrections not considered materially significant do not warrant elevation of MPO risk. Examples of corrections that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of “Yes” Responses on * Questions
19	7
20	7
21	7
22	7
23	7
24	7
1	7
2	7
3	7
4	7
5	7
6	7
MPO Invoice Review Checklist Total	
Total Number of “Yes” Responses on * Questions	84

*Note: There are 7 * questions per MPO Invoice Review Checklist for MPOs that do not have Indirect Costs. There are 12 * questions per MPO Invoice Review Checklist for MPOs with Indirect Costs.

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Supporting Documentation Review Checklist. This indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting an invoice with charges not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Not using a federally approved indirect rate
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.

Submitting travel charges that do not comply with the MPO’s travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist	Number of “Yes” Responses on * Questions
G2890 Invoice #22	21
G2W76 Invoice #3	21
<i>*Please note both invoices were not applicable to materially significant questions regarding travel reimbursement and indirect costs. This resulted in the total number of questions to be 21.*</i>	
MPO Supporting Documentation Review Checklist Total	
Total Number of “Yes” Responses on * Questions	42

**Note: There are 23 * questions per MPO Supporting Documentation Review Checklist for MPOs that do not have Indirect Costs. There are 25 * questions per MPO Supporting Documentation Review Checklist for MPOs with Indirect Costs.*

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes No N/A

Risk Assessment Score

Please use the [Risk Assessment Scoring Sheet](#) to calculate the MPO's risk score. Use **Table 5** as a guide for selecting the MPO's risk level. As previously mentioned, the Risk Assessment Scoring Sheet is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score, which determines the MPO's level of risk. A screenshot of this spreadsheet is provided in **Figure 2**. The values input into the spreadsheet must match those in this Risk Assessment.

Table 5. Risk Assessment Scoring

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

Risk Assessment Score: 100%

Level of Risk: Low

FDOT Joint Certification
Part 2 – FDOT District

Figure 2: Image of the Risk Assessment Scoring Sheet

Table 1. Risk Assessment Score							
Question Category	Question	Example Response	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	1		30%	
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.			30%	
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 75 opportunities for materially significant findings, 72 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.			35%	
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Number Correct Column: Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.		1	5%	0%
Risk Assessment Score							0%

Part 2 Section 2: Long Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year this certification addresses?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by the Central Office and the District are in the [Grant Application Process \(GAP\) System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

- Adopted LRTP: February 10, 2025
- Adopted LRTP Version #1
- Long Range Transportation Plan (LRTP) Checklist (MPO Completed)
- Technical Report 1- Planning Context
- Technical Report 2- Goals and Objectives
- Technical Report 3- Financial Resources
- Technical Report 4- 2050 Needs Plan
- Technical Report 5- Cost Feasible Plan Development
- Public Outreach Technical Report
- ETDM Environmental Mitigation Tech Memo
- Environmental Justice Tech Memo
- Affordable Housing Tech Memo

Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP for the year this certification is addressed?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by the Central Office and the District are in the [GAP System](#) or attach them to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

-Adopted TIP Version #1: July 10, 2024

Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year this certification addresses?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by the Central Office and the District are in the [GAP System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

- Adopted UPWP Version #1: May 23, 2024

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174 \(Planning Procedures\)](#) and [176 \(c\) and \(d\) \(Limitations on Certain Federal Assistance\)](#) of the Clean Air Act as codified in [42 USC 7504](#) and [42 USC 7506](#) can be found [here](#).

The Clean Air Act requirements affecting transportation only apply to areas designated for nonattainment and maintenance of the National Ambient Air Quality Standards (NAAQS). Florida is currently in attainment for all NAAQS. No certification questions are required at this time. If the Environmental Protection Agency issues a revised NAAQS, this section may need revision.

Title(s) of Attachment(s)

N/A

**Part 2 Section 6: Technical Memorandum 19-03REV:
Documentation of FHWA PL and Non-PL Funding**

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Please Check: Yes No N/A

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer is no, the MPO is not penalized. FDOT uses this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2024, must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates, and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs, or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

3. Does the contract only permit using the approved FDOT race-neutral program?

Please Check: Yes No N/A

4. Does the contract specify the race-neutral or 'aspirational' goal of 10.54%?

Please Check: Yes No N/A

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes No N/A

6. Does the contract contain required civil rights clauses, including:
 - a. Nondiscrimination in a contracting statement ([49 CFR 26.13](#))
 - b. Title VI nondiscrimination clauses Appendices A and E ([DBE Nondiscrimination Assurance](#) & [49 CFR 21](#))
 - c. FDOT DBE specifications

Please Check: Yes No N/A

Part 2 Section 8: District Questions

The District may ask up to five questions at their discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question(s) and the response(s) in the blanks below. This section is optional and may cover any area the District would like more information on.

1. Question

2. Question

3. Question

4. Question

5. Question

Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or problem to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the MPO must correct the problem.

Status of Recommendations and Corrective Actions from Prior Certifications

There were no recommendations and/or corrective actions from the prior 2024 certification.

Recommendations for this Certification

No recommendations.

Corrective Actions for this Certification

No corrective actions.

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification-related documents here or through the [GAP System](#). Please also sign and attach the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

Click or tap here to enter text.

Agenda Item E.

**Transportation Improvement Program (TIP)
FY 2025/26 – FY 2029/30 Update**

Information Only

**MEMORANDUM**

TO: Technical Advisory Committee
Citizens Advisory Committee
North Florida TPO Board

FROM: Elizabeth De Jesus
Transportation Programs Manager

SUBJECT: Important Update regarding the Transportation Improvement Program
FY 2025/26 – 2029/30 Schedule

DATE: March 17, 2025

This memorandum provides an important update regarding the schedule for the Transportation Improvement Program (TIP) process. In past years, we have received two releases of the TIP project data from the Florida Department of Transportation (FDOT). The initial release typically occurred in March, allowing a first draft of the TIP to be distributed to you in April for review. A second release followed in April, enabling us to distribute a refined draft TIP to you again in May. Our goal has always been to provide an iterative process allowing early and often opportunity for you to review the information.

We have recently been informed by the FDOT that, starting this year, only a single annual release of the TIP project data will be provided. We are currently scheduled to receive this year's TIP data during the second week of April. This change in FDOT's schedule will require adjustments to our internal processes and timeline for sharing the TIP. We understand this may also impact your workflows.

We want to assure you that we will work diligently to provide you with access to the TIP draft as quickly as possible. We aim to distribute a link to the draft before our meeting on May 7th, and Jennifer Lott will send out the complete TIP draft via email as soon as it is finalized.

A formal presentation of the TIP will be delivered at the May meeting, and we will be seeking your approval in June. See enclosed the 2025 TIP Presentation Schedule.

Please do not hesitate to reach out to me at (904) 306-7505 or edejesus@northfloridatpo.com if you have any questions or concerns.

2025 TIP Presentation Schedule

Date	Location
Wednesday, May 7 10 am	North Florida TPO TAC
Wednesday, May 7 2 pm	North Florida TPO CAC
Thursday, May 8 10 am	North Florida TPO Board
Thursday, May 15 4:30 – 5:30 pm	Duval County Virtual TIP presentation https://us02web.zoom.us/j/83614262268?pwd=z3X5MkgyPbvLVIAdMRn1Aev2ADieam.1
Monday, May 19 4:30 – 5:30 pm	Clay County Virtual TIP presentation https://us02web.zoom.us/j/84077900192?pwd=CbAzXxKNPwtBp7eGbnUQblTRO6WYdO.1
Tuesday, May 20 4:30 – 5:30 pm	Nassau County Virtual TIP presentation https://us02web.zoom.us/j/82372643100?pwd=v9k1sCkb2yjGA54vpyRUagnTuTBFun.1
Thursday, May 21 4:30 – 5:30 pm	St Johns County Virtual TIP presentation https://us02web.zoom.us/j/82199847408?pwd=FzshzQdSEd6DVaNnfRfatmRCRaXDgn.1
Wednesday, May 22 4:30 – 5:30 pm	TIP Virtual Public meeting https://us02web.zoom.us/j/89057499378?pwd=RvH8X5cxVFjbfNnZ92hXKBm91NKzBk.1

Agenda Item I.

Old Business

- **March 13, 2025 TPO Meeting Report**

North Florida TPO Meeting Report



Meeting Agenda

Thursday, March 13, 2025

10 a.m.

Call to Order
Pledge of Allegiance
Introductions
Public Comment

1. North Florida TPO Minutes of February 13, 2025

APPROVED

TPO Agenda

A. Finance Report

Information
Only

- January Monthly Financial Statement
- Audit Presentation

B. FDOT Requests Amending the FY 2024/25 – FY 2028/29 Transportation Improvement Program (TIP) – **Board Approved**

**ACTION
REQUESTED
TAC and CAC
Approved**

A copy of the request is included in Section B, which includes the following projects:

- **208183-6** – SR 16 (Leonard C Taylor Pkwy) from SR 15 (US 17) to Clark Road Resurfacing/FDOT/Clay County
- **427263-2** – Nassau County JTA 5311 Capital Purchase Vehicles/Equipment JTA/Nassau County
- **435865-1** – 5310 Operating Assistance for St. Johns Council on Aging (COA) Operating for Fixed Route/St. Johns Council on Aging/St. Johns County
- **451150-3** – 5310 Capital Jacksonville UZA – JTA Capital for Fixed Route/JTA/Duval County
- **452488-1** – 5310 Operating – Jacksonville UZA – The Arc of Jacksonville, Inc. Operating for Fixed Route/Arc of Jax/Duval County

- | | |
|---|--|
| <p>C. Resolution Endorsing the Jacksonville Transportation Authority’s 2024 Northeast Florida Coordinated Mobility Plan – Board Approved</p> <p>JTA’s 2024 Northeast Florida Coordinated Mobility Plan was presented at the February meeting. The resolution is included in Section C.</p> | <p>ACTION ITEM
TAC and CAC
Approved</p> |
| <p>D. Approval of the 2025 List of Priority Projects (LOPP) – Board Approved</p> <p>The LOPP identifies potential projects to be funded in FDOT’s Tentative Work Program for FY 2026/27 – FY 2030/31. A draft was presented at the February meeting.</p> | <p>ACTION ITEM
TAC and CAC
Approved</p> |
| <p>E. DRAFT FY 2025/26 Unified Planning Work Program (UPWP) Study Selections</p> <p>The UPWP is the TPO’s two-year planning and operating budget. It describes the TPO’s upcoming studies and administrative tasks and details the funding sources. The list of candidate special studies was presented at the February meeting.</p> | <p>Information
Only</p> |
| <p>F. Annual Assessments for FY 2025/26</p> <p>Information is included in Section F.</p> | <p>Information
Only</p> |
| <p>G. DRAFT Joint Certification of the Metropolitan Transportation Planning Process</p> <p>The draft annual Self-Certification Report conducted with FDOT is included in Section G.</p> | <p>Information
Only</p> |
| <p>H. Annual Mobility Report Presentation</p> <p>The TPO’s Annual Mobility Report details performance measures identified in the Congestion Management Process and tracks the progress over recent years.</p> | <p>Information
Only</p> |
| <p>I. Smart North Florida Update</p> | <p>Information
Only</p> |
| <p>J. Executive Director’s Report</p> | <p>Information
Only</p> |
| <p>K. Secretary of Transportation’s Report</p> | <p>Information
Only</p> |
| <p>L. Authority Reports</p> | <p>Information
Only</p> |

M. Old Business

N. New Business

O. Public Comment

P. Adjourn

Q. Information

- Status Report of FDOT Projects in the North Florida TPO area

The next meeting will be April 10, 2025

NOTICE

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marci Larson at 904-306-7513 at least seven days prior to the meeting.