



Sarasota/Manatee MPO

Joint Certification – February 2020

March 26, 2020

Part 2 - MPO

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Purpose

Each year, the District and the 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.

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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 Statements and Assurances](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the Statements and Assurances document. Once all the appropriate parties sign the Statements and Assurances, 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.

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Part 2

Part 2 of the Joint Certification is to be completed by the MPO.

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Part 2 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 agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes No

The Sarasota/Manatee MPO has current standing agreements as follows:

- Interlocal Agreement for the Creation of the Sarasota/Manatee Metropolitan Planning Organization (November 3, 2014)
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (June 23, 2015)
- State of Florida Department of Transportation Metropolitan Planning Organization Agreement (July 1, 2016, amended October 11, 2017). A new agreement covering this UPWP will be in place effective March 23, 2020.
- Multi-year Joint Participation Agreements for the Federal Transit Administration Section 5305(d) (JPA April 15, 2019 and expires December 30, 2020) as well as annual Transportation Disadvantaged planning funds; (Sarasota CTD Planning Grant April 23, 2019 and Manatee CTD Planning Grant, April 23, 2019)
- Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Sarasota/Manatee Metropolitan Planning Organization (MPO) and the Charlotte County-Punta Gorda MPO, January 22, 2018 and auto renews every 5 years.
- Interlocal Agreement for Administrative Services by and Between Manatee County and the Sarasota/Manatee Metropolitan Planning Organization, December 17, 2002 and auto renews every year.
- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida, by the Sarasota/Manatee MPO on January 27, 2020 and auto renews every 5 years.
- A new Agreement covering the 202/2021-2021/2022 Unified Planning Work Program (UPWP) is forth coming and will be effective July 1, 2020.
- Interlocal Agreement for the Creation of the Sarasota/Manatee MPO, Transportation Planning Funds Joint Participation Agreement (June 1, 2018) auto renews every 2 years

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

Please Check: Yes No

The Sarasota/Manatee MPO is an active member of numerous regional planning entities that coordinate transportation planning and projects with adjacent MPOs in West Central Florida. By Florida Statute it is a member of the TBARTA MPOs Chairs Coordinating Committee (CCC) which includes, through a formal Interlocal Agreement and Bylaws, a Board of elected MPO officials and Sarasota/Manatee, Hillsborough, Pinellas, Pasco, Hernando, Citrus, and Polk MPOs. The CCC engages in the following:

- Coordinating transportation projects deemed to be regionally significant;
- Reviewing the impact of regionally significant land use decisions on the region;

- Reviewing all proposed regionally significant transportation projects in the respective Transportation Improvement Programs which affect more than one of the MPOs; and
- Instituting a conflict resolution process to address any issues that may arise in the planning and programming of regionally significant projects.

To ensure that regional transportation planning is occurring in Sarasota, Manatee and Charlotte Counties, the Sarasota/Manatee and Charlotte County-Punta Gorda MPO have a formal Interlocal Agreement for Joint Regional Transportation Planning and Coordination which includes:

- Transportation Model Coordination;
- Regional Long Range Transportation Plan (LRTP) Component; and
- Regional Project Priorities including TRIP and Regional Trails programs
- The six MPOs in FDOT District One - Polk TPO, Charlotte-County Punta Gorda MPO, Lee MPO, Collier County MPO, Heartland TPO and Sarasota/Manatee MPO - have organized the Coordinated Urban Transportation Studies (CUTS) group in cooperation with FDOT District One. Its members include all the MPO Directors who meet every quarter with FDOT District One staff to collaborate and coordinate on regional planning, projects and issues.

3. How does the MPOs planning process consider the 10 Planning Factors?

Please Check: Yes No

Consideration of the planning factors and planning emphasis areas are described in the MPO's Transportation Improvement Plan (TIP), in the MPO's 2040 Long Range Transportation Plan (LRTP) page 1-2, and in the MPO's Unified Planning Work Program (UPWP). The MPO incorporates consideration of these factors throughout the scope of the planning process, and specifically identifies these factors in its project prioritization process.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

See attached pages from the UPWP for the 4 new FDOT factors and how we are addressing them. Also see attached Project Priorities Mapping Tool Sheet.

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

Please Check: Yes No

The Sarasota/Manatee MPO strives to develop and implement all its transportation plans and programs based on a continuing, comprehensive, and cooperative (3C) process, as described on the MPO Website: <https://www.mymmpo.org/o/organization>.

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

Please Check: Yes No N/A

The Sarasota/Manatee MPO recently produced a CMP update/State of the System report for 2015-2016 and is in the process of updating the CMP which was adopted in November 2019 (<https://www.mymmpo.org/m/mandates/cmp>). The new CMP addresses and incorporates new performance measures mandated in MAP-21 and the FAST ACT.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan? If so, when?

Please Check: Yes No

The Sarasota/Manatee MPO's Public Participation Plan was reviewed, updated, available for public comment, and then adopted on September 24, 2018.

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

Please Check: Yes No

The Public Participation Plan was available for public comment on July 30, 2018 through September 13, 2018. The PPP was adopted by the MPO Board on September 24, 2018. Public comments are recorded and included as an appendix to the document.

8. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

Please Check: Yes No

The MPO is provided support services in the same manner as provided to Manatee County Departments as noted in the Interlocal Agreement for Administrative Services. Aside from consultant services, the MPO follows methods (a), (b), (c), (d) and (f) in 2 C.F.R. 200.320 Methods of Procurement to be followed.

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

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

The MPO keeps all information for reference in the future if needed. All backup relating to procurement or consultant services is provided to the FTA, FDOT, FHWA and Manatee County Purchasing Department for preparation of Purchase Orders and the Clerk of the Circuit Court's Finance Department to process payment. The MPO also retains records.

10. 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 Interlocal Agreement for Administrative Services and Section 3 d. of the Procedures for Contracting Professional Services dated February 1, 1995.

11. 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

The Sarasota/Manatee MPO has various mechanisms to ensure that consultants are performing in accordance with their work orders. Consultants are required to provide a project schedule before work has begun to ensure sufficient time for completion. Progress reports and invoicing by task allows the MPO to track progress within the project timeline and the consultant is only paid once the task is completed. A quality assurance clause is also integrated into the scope of work to ensure that the products conform to the FDOT standards and criteria.

Part 2 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?

The MPO adheres to all policies and procedures relating to expenditure of funds. Written procedures and annual audits ensure that costs are reasonable, allocable, allowable and that financial reports are issued as required. Staff attended the Florida Metropolitan Planning Partnership Workshop held in Orlando in December of 2019.

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

The MPO submits invoices on a quarterly basis and follows Sections 3.13.1-3.13.3 of the FDOT MPO Program Management Handbook.

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

Yes, although the MPO is not currently a direct recipient of federal funds the Sarasota/Manatee MPO has an administrative agreement with Manatee County. One of these services provided is that of accounting. The MPO is included in the annual single audit performed by the Manatee County's Clerk and outside Auditor in the fall of each year.

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

The MPO works very closely with the Manatee County Clerk of Circuit Court Finance Department to ensure that expenditures are monitored and balance on a quarterly and year end basis in compliance with standard accounting principles and all applicable state and federal laws. Upon notification of funding, copies of the documents provided to the MPO are forwarded to the Manatee County Clerk of the Circuit Court Finance Department in order to properly key in the necessary information such as the Federal award identification number, year, name of the agency and the CFDA title and number. In 2019 the MPO updated policies and procedures which will ensure continued compliance with 2 CFR. Staff attended the Florida Metropolitan Planning Partnership Workshop held in Orlando in December of 2019.

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

Yes, the MPO keeps all records in accordance to State of Florida General Records Schedule GS1-SL for State and Local Government Agencies and the State of Florida Electronic Records and Records Management Practices. All records are readily available upon request.

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

Yes, all reports/spreadsheets are kept in quarterly invoicing files. These files are used for the annual independent audit conducted through Manatee County in the fall of each year.

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?

The MPO's standard Professional Services Agreement with consultants includes an article called Legal Restraints and Limitations which states the following: The CONSULTANT acknowledges that the MPO is subject to restraints, limitations, regulations and controls imposed or administered pursuant to numerous applicable laws, ordinances, rules and regulations of federal, state, regional and certain local governmental agencies or authorities. The CONSULTANT agrees that all services rendered or performed by the CONSULTANT pursuant to the provisions of this Agreement, as amended, shall be in compliance with all applicable local, state and federal laws and ordinances. MPO staff participates in compliance related training as it is available through FDOT.

Part 2 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 signed Title VI/Nondiscrimination Policy Statement, Nondiscrimination Agreement and Title VI Assurances statement is included annually in the TIP. These documents are also included in the Public Participation Plan as well as displayed in several places around the MPO Office. They are also posted for public view in various locations on the MPO Website (<https://www.mympo.org/title-vi-nondiscrimination>). The MPOs Title VI Coordinator is Leigh Holt. Ms. Corinne Tucker will be the new Title VI Coordinator, starting in September 2020.

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

The Title VI/Nondiscrimination Policy Statement, Nondiscrimination Agreement and Title VI Assurances statement are included in MPO contracts.

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

Please Check: Yes No

The MPO has a formal procedure for addressing Title VI and VIII complaints. It is posted online at: <https://www.mympo.org/title-vi-nondiscrimination>

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

Please Check: Yes No

The MPO maintains updated Census data and maps to assist in identifying minorities and potentially underserved members within its service area. In addition to this data the MPO recently hosted a training in partnership with Transportation for America to further develop transportation performance measures relating to the environment, livability, and equity. As part of this workshop, we developed a multimodal accessibility analysis for our two-county area in order to better evaluate access to job opportunities and essential services by travel mode. We looked at auto accessibility to jobs by census block within 30 and 60 minute drive times, transit accessibility to jobs by census block within 60 minute ride times, bicycle accessibility to jobs by census block within 30 minute ride time, and walking accessibility to jobs by census block within 30 minutes. We intend to use the results of the accessibility analysis in combination with data in locations with high concentrations of people who are vulnerable (older adults, zero vehicle households, low-income and people of color) to identify areas where people have inequitable access to opportunities and use this as a prioritization criteria for future transportation investments that can mitigate inequality of access. The LEP has a section on the MPOs projects and how some are located in limited english proficiency areas.

5. 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 MPO hosted and attended a Title VI and ADA training on July 13, 2017. Executive Director, David Hutchinson, and Leigh Holt, Title VI Coordinator, attended a previous training held on December 14, 2016.

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

The MPO has not received any complaints of ADA non-compliance.

Part 2 Section 4: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

The MPO has adopted the FDOT DBE goals and reports actual payments to DBEs to FDOT through the mechanisms provided.

2. Does the MPO use the Equal Opportunity Compliance (EOC) system or other FDOT process to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly entering DBE commitments and payments?"

Please Check: Yes No

The MPO incorporates the DBE Participation Statement in solicitations for General Planning Consultants (GPCs). The MPO also tracks DBE participation quarterly and MPO submits reports to FDOT on paper forms and has been in contact with FDOT regarding utilization of other reporting methods.

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

Please Check: Yes No

MPO contracts for consultants and sub-consultants contain the contract language provided by FDOT.

Part 2 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 MPOs noteworthy practices and achievements below.

* Public Participation: The MPO is commended for including a “Just for Seniors” tab on the website, which features videos, links, and reports specific to educating the region’s aging users of the transportation system. The MPO is further commended for using demographic data to provide targeted outreach. The MPO used demographics data to identify that they have a large elderly/aging population and used that information to develop specific resources (Just for Seniors tab) targeted at the elderly population.

* Public Participation: The Sarasota/Manatee MPO is recognized for the use of excellent visualization techniques and plain language throughout planning documents and the MPO’s website. The MPO created numerous brochures, summary documents/fact sheets, 1-page handouts, and interactive maps to simplify technical information into colorful, easy-to-read formats for the public. It is evident that the MPO values public involvement and is willing to communicate key information in many different formats to increase public transparency and understanding of the planning process.

* Regional Coordination: The Sarasota/Manatee MPO is recognized for their outstanding regional coordination and collaboration. Numerous partner agencies and local organizations have praised the MPO’s public involvement and partnership efforts. The most recent certification noted that the Executive Director was especially active in many regional planning groups and commended him for his leadership and participation. NATIONAL AWARDS AND PRESENTATIONS:

* Transportation for America Performance Measures Technical Assistance Program
MPO BOARD TOP TEN ACCOMPLISHMENTS:

* Implementation 1) Major Project Funding: DeSoto Bridge PD&E Study; 15th Street East PD&E Study; River Road; and The Legacy Trail Ext. Phase 1. 2) Central Manatee Network Alternatives Analysis: Six projects recommended from the CMNAA were prioritized in the 2019 Project Priorities. Three are funded in the 2019 FDOT Adopted Work Program. 3) Barrier Island Traffic Study: Completed in November 2019, the report provides 77+ recommendations with 13 prioritized by local jurisdictions.

* Planning 4) Active Transportation Plan: MPO adopted the Active Transportation Plan in November 2019. 5) Congestion Management Plan: MPO adopted the Congestion Management Plan in November 2019.

* Engagement 6) Surveys: 200+ survey responses received to help shape the 2045 LRTP. 7) TransForums: Four LRTP TransForums with over 400 people in attendance.

* Organization 8) Best Practices: Project prioritization and public engagement selected as best practices for national MPO conference presentations in October 2019. 9) Office Move: After 20 years, MPO officially moved to new office space in August 2019. 10) Policy Manual: MPO consolidated manuals, board policies, resolutions and other documents into first policy manual in September 2019.

Recognized for Noteworthy Practices by FHWA/FTA/MPOAC:

* Freight Planning

* Public Participation

- * Title VI and Related Requirements
- * Linking Planning and Environment
- * Outreach to Seniors
- * Long Range Transportation Plan (LRTP)
- * Regional Coordination

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Part 2 Section 6: MPO Comments

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

Please Explain

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