Sarasota/Manatee MPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

3/5/2024

Part 1 – 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 they 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 ☐

   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) (Ratified Nunc Pro Tunc in 2017) (September 18, 2023 Adopted Resolution 2023-05 and Apportionment Plan Rentention) (Updated every 10 years with census reapportionment)
   • 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, 2022).
   • 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 July 1, 2022, and Manatee CTD Planning Grant, July 1, 2022)
   • 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 (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 (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 (Auto renews every 5 years).
   • A new Agreement covering the 2022/2023-2023/2024 Unified Planning Work Program (UPWP) is effective May 23, 2022.
   • Interlocal Agreement for the Creation of the Sarasota/Manatee MPO, Transportation Planning Funds Joint Participation Agreement (June 1, 2018).

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 Sun Coast Transportation Planning Alliance (SCTPA) 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 SCTPA 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.
 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 and staff who meet every quarter with FDOT District One staff to collaborate and coordinate on regional planning, projects, and issues.

 The MPO created a Transportation System Management & Operations (TSM&O) in the Summer of 2020 to ease discussion between federal, state, and local partners and allow for unified future planning of our technology-based systems. The purpose of this committee is to advance jurisdiction priorities, fund projects, communicate for ongoing operation, and provide high-level guidance related to system development and growth. The MPO is also a part of a regional TSM&O program that promotes collaboration and cooperation across jurisdiction boundaries pertaining to the improvement of the Interstate system.

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

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 2045 Long Range Transportation Plan (LRTP), 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 which includes:

(1) Supporting the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
(2) Increasing the safety of the transportation system for motorized and non-motorized users;

(3) Increasing the security of the transportation system for motorized and non-motorized users;
(4) Increasing accessibility and mobility of people and freight;
(5) Protect and enhance the environment, promote energy conservation, improve 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.
The New UPWP incorporated the updated FDOT factors and how we are addressing them.

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.mympo.org/about-us/about-sarasota-manatee-mpo.
* Sarasota/Manatee MPO is governed by a 17-member apportioned Board: https://www.mympo.org/about-us/mpo-board
* Public Transportation Task Force: https://www.mympo.org/about-us/committees/pttf
* Transportation Resiliency Advisory Group: https://www.mympo.org/about-us/committees/trag
* Transportation System Management and Operations Advisory Group: https://www.mympo.org/about-us/committees/tsmo
* Technical Advisory Committee: https://www.mympo.org/about-us/committees/tac
* Citizen Advisory Committee: https://www.mympo.org/about-us/committees/cac
* Bicycle/Pedestrian/Trails Advisory Committee: https://www.mympo.org/about-us/committees/bptac
* Community Traffic Safety Team: https://www.mympo.org/about-us/committees/ctst
* Manatee County Local Coordinating Board: https://www.mympo.org/mlcb
* Sarasota County Local Coordinating Board: https://www.mympo.org/slcb

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

Please Check: Yes ☒ No ☐ N/A ☐

An update of the MPO's Congestion Management Process is currently underway with MPO Board adoption anticipated in May 2024.

Previously, the MPO completed a major update of the Congestion Management Process in November 2019. The CMP was then updated with the latest data available and adopted by the MPO Board in October 2020.

The major update incorporated congestion/mobility/reliability transportation performance measures and supports the implementation of a regional Transportation Systems Management and Operations (TSM&O) approach. The CMP utilized the eight-step process defined by FHWA to:

1) Develop Congestion Management Objectives,
2) Identify Areas of Application,
3) Define the System Network,
4) Develop Performance Measures (incorporating MAP-21 and FAST-Act measures),
5) implement a System Monitoring Plan,
6) Identify/Evaluate Strategies,
7) develop Implementation Strategies, and
8) Monitor Strategy Effectiveness.

The CMP is directly linked to Long Range Transportation Plan (LRTP) implementation including Project Prioritization and Transportation Improvement Program (TIP) development.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? 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 Sarasota/Manatee MPO's Public Participation Plan was reviewed, updated, made available for public comment, and then adopted on May 24, 2021. It was modified on February 7, 2023. The Sarasota/Manatee MPO is currently in the process of updating the Public Participation Plan, and the draft PPP will be sent out for public comment on April 4, 2024, to be adopted by the MPO Board on May 20, 2024.

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 April 15, 2021 through May 19, 2021. The PPP was adopted by the MPO Board on May 24, 2021 including any modifications received from the public comment period. Public comments are recorded and included as an appendix to the document. The 2024 update of the PPP will be made available for public comment on April 4, 2024.

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?

   The MPO adheres to all policies and procedures relating to the 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 on February 1, 2023.

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?

   The MPO is not currently a direct recipient of federal funds; the Sarasota/Manatee MPO has an administrative agreement with Manatee County. The MPO is included in the annual single audit performed by the Manatee County's Clerk and outside Auditor 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 balanced 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. The MPO is currently working on updating the MPO policies and procedures which will ensure continued compliance with 2 CFR and applicable state requirements. The updated policies and procedures are scheduled to be adopted by the MPO board in March 2023. Staff attended the Florida Metropolitan Planning Partnership (FMPP) Workshop on February 1, 2023.

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?

The MPO keeps all records in accordance with 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 and applicable State laws?

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." In addition, prior to executing a consultant contract, contracts are reviewed in detail by both FDOT, FHWA, and FTA district staff pursuant to FTA procurement requirements

8. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely (2 C.F.R. 200.414(f))?

   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.

   Please Check: Indirect Rate ☐ De Minimis Rate ☐ N/A ☒

   a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

N/A

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 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/contact-mpo/title-vi-nondiscrimination). The MPO's Title VI Coordinator is Grace Scigousky.

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/contact-mpo/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. As part of the Active Transportation Plan, 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 accesibility to jobs by census block within 30 minutes. We 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 Title VI and Limited English Proficiency Plan were updated and adopted by the MPO Board on May 24, 2021. Grace Scigousky attended FDOT's Virtual Title VI Training Event on November 10, 2022. The Sarasota/Manatee MPO is currently in the process of updating the Public Participation Plan, and the draft PPP will be sent out for public comment on April 4, 2024, to be adopted by the MPO Board on May 20, 2024.

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 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 Sarasota/Manatee MPO uses the Small Purchase procedures outlined in 2 C.F.R. 200.320 (a-c). For any procurements over the $35,000 limit, the MPO proceeds forward in receiving sealed bids from all vendors and abiding by all regulations as described in the 2 C.F.R. 200.320 (a-c).

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 ☐

   The Sarasota/Manatee MPO maintains a detailed spreadsheet and maintains all materials in a file for each procurement.

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 ☐

   An Interlocal Agreement for Administrative Services by and Between Manatee County and the Sarasota/Manatee Metropolitan Planning Organization, December 17, 2002, which auto renews every year.

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 ☐

The Consultants are represented with the contract and clauses on approval of GPC procurement process. The Consultants are required to provide deliverables for each task assigned in the Scope of Services which is defined for each project. Payment is only remitted upon each deliverable received.

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

   Please Check: Yes ☒ No ☐

   A copy of the Federal Clauses is incorporated or included in each contract. Please see the attached document (Attachment 1).

6. Does the MPO follow the 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.LAIN

7. Are the MPOs tracking all commitments and payments for DBE compliance?

   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.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. 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 (Recordings are available on the FDOT Local Programs webpage).

   Please Check: Yes ☒ No ☐

   All MPO staff attended the MPO Grant Application Process (GAP) training webinar held by FDOT on February 8, 2024.

9. 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.

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 contracts only permit the use of the approved FDOT race-neutral program?

    Please Check: Yes ☒ No ☐ N/A ☐

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

    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 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 MPOs noteworthy practices and achievements below.

Regional Coordination

- The MPO organized and co-hosted the 2023 Gulf Coast Trail Forum in Venice with the Charlotte County-Punta Gorda MPO and Trust for Public Land. Representatives from six MPOs (including Sarasota/Manatee), FDOT, DEP Office of Greenways and Trails, Friends of the Legacy Trail, Gulf Coast Community Foundation, Trust for Public Land, and Babcock Ranch (private developer) presented to an audience of 100 people.
- The MPO works annually with member MPOs of the Sun Coast Transportation Alliance to develop a priority list of regionally significant multi-use trail projects which is adopted by SCTPA Leadership in June.
- The Sarasota/Manatee MPO continued to participate in the Regional TSMO Program Working Group. The regional group is comprised of MetroPlan Orlando, Forward Pinellas, Hillsborough MPO, Pasco County MPO, Polk County TPO, Sarasota/Manatee MPO, Space Coast TPO, and River-to-Sea TPO.

Planning Studies and Transportation Projects:

- The MPO and FDOT worked closely in coordination with Manatee County and Sarasota County to fund the US 41 Transit Signal Priority Pilot Program through the 5-year Work Program. The MPO continues its involvement in implementation of the pilot.
- The MPO Board adopted the following planning studies: Phase I of the Resiliency & Vulnerability Assessment in January 2023; and two (2) SUN Trail Alignment Studies in May 2023.
- The following planning studies were kicked off: Phase II of the Resiliency & Vulnerability; Destination Zero Safety Education Campaign; Moblity Study in the LECOM Field / Village of the Arts Area (Bradenton); Update of the Active Transportation Plan; Update of the Congestion Management Process
- Activities related to development of the 2050 LRTP include: Contracting MetroForecasting to develop SE forecasting data and 2050 TAZs for the District 1 Regional Planning Model; issuing Work Task Assignments to three General Planning Consultants

Public Engagement & Committees

- The MPO participated in several engagement events, including: Staff interview with Solmart Media on the MPO which aired on 105.3 La Zeta and La Numero 99.1; Two (2) interviews with the Sarasota Herald Tribune; Survey outreach at the Bradenton Public Market; Manatee Moves" Mobility Week in Holmes Beach

- The MPO updated its website to streamline navigation and content. Local and regional partners have shared positive impressions of the ease-of-use provided by the update.
- Tuesday Traffic Jam, the MPOs weekly newsletter, continues to share relevant transportation policy, planning, and project updates, as well as pubic events, trainings and webinars, and funding opportunities. The newsletter has a subscriber list of 582 people.
- The MPO hosted 38 committee meetings and 5 Board meetings in 2023.
- The MPO acquired two new online platforms: EcoInteractive to host the MPO's Interactive TIP; and, Citian CRASH for public-facing, queryable safety dashboards hosting state crash data

Recognition

- MPO Executive Director, Dave Hutchinson, is nominated as Chair of the MPOAC Staff Directors Advisory Committee.
- MPO Staff presented at the 2023 Florida Planning Conference on Phase I of the Resiliency & Vulnerability Study; and, regional trail development with staff from City of Sarasota and Kittelson & Associates.
- MPO Staff presented at the 2023 AMPO Conference the MPO's Active Transportation Plan and approach to regional trail development.

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.

Insert Comments

Sarasota/Manatee MPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

3/5/2024

Part 2 – 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 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 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 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.

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of 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 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 activities of the subrecipient 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 pertaining to 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 risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful 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 as a result of the Single Audit, the MPO may be assigned the 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 the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The Risk Assessment Scoring Sheet is available here on the MPO Partner Library. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

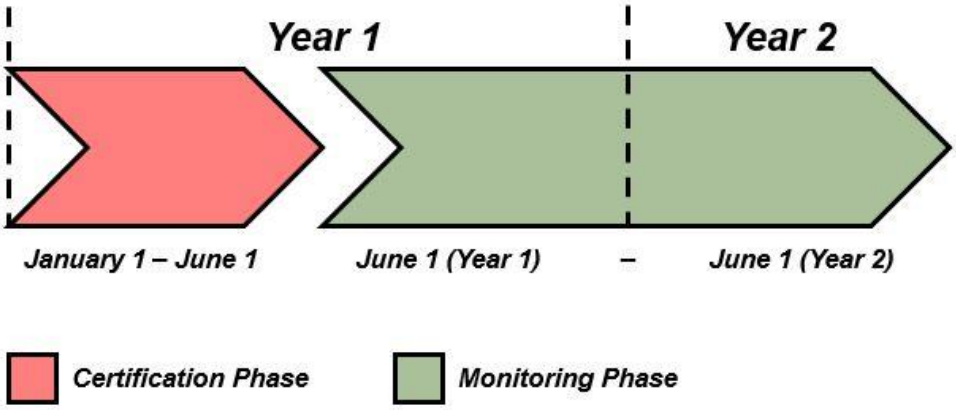
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is 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 this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period 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 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year's Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

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

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)
FHWA-G2812-#3	1/1/2023-3/31/2023	6/7/2023	no
FHWA-G2812-#4	4/1/2023-6/30/2023	8/15/2023	no
FHWA-G2812-#5	7/1/2023-9/30/2023	10/26/2023	no
FHWA-G2812-#6	10/1/2023-12/31/2023	2/8/2024	no
MPO Invoice Submittal Total			
		Total Number of Invoices that were Submitted on Time	4
		Total Number of Invoices Submitted	4

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. 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.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings 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 Correct Materially Significant Finding Questions
FHWA-G2812-# 3	**Date of Review 6/7/2023**	7
FHWA-G2812-# 4	**Date of Review 8/15/2023**	7
FHWA-G2812-# 5	**Date of Review 10/26/2023**	7
FHWA-2812-#6	**Date of Review 2/8/2024**	7
MPO Invoice Review Checklist Total		
Total Number of Materially Significant Finding Questions that were Correct		28

**Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*

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. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- 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 Correct Materially Significant Finding Questions
FHWA-G2812-#3 Invoice Period 01/01/2023 – 03/31/2023	23
Please Note: The number of "Materially Significant Findings" in the below Total box has been changed to 23 from the pre-populated 25 – which is the total number of possible Material Significant Findings for *this* Doc Review. Several sections received an "N/A" due to not being applicable in this Review (the Sarasota/Manatee MPO does not use "Indirect Rate").	
MPO Supporting Documentation Review Checklist Total	

Total Number of Materially Significant Finding Questions that were Correct	23

**Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.*

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 worksheet to calculate the MPO's risk score. Use **Table 5** as a guide for the selecting the MPO's risk level.

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 Percentage: 100%

Level of Risk: Low

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

Did the MPO adopt a new LRTP in the year that this certification is addressing?

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 Central Office and the District are in the MPO Document Portal or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

N/A

Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP in the year that this certification is addressing?

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 Central Office and the District are in the MPO Document Portal or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

The Adopted TIP has been uploaded to the Portal on 6/12/2023

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

Did the MPO adopt a new UPWP in the year that this certification is addressing?

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 Central Office and the District are in the MPO Document Portal or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

N/A

Part 2 Section 5: Clean Air Act

The requirements of Sections 174 and 176 (c) and (d) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require 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 to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be complaint 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 the use of the approved FDOT race-neutral program?

   Please Check: Yes ☒ No ☐ N/A ☐

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

   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 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 own 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 in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. Question

PLEASE EXPLAIN

2. Question

PLEASE EXPLAIN

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

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 issue 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 problem must be corrected by the MPO.

Status of Recommendations and/or Corrective Actions from Prior Certifications

According to the 2023 Joint Certification, Sarasota Manatee MPO did not have any recommendations or corrections. The MPO staff demonstrated an outstanding collaboration and submitted all required documents in a timely manner throughout the year.t

Recommendations

PLEASE EXPLAIN

Corrective Actions

PLEASE EXPLAIN

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the MPO Document Portal. Please also sign and attached the MPO Joint Certification Statement.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

Click or tap here to enter text.

Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet

The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the District MPO Liaisons for the upcoming year. **Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.**

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.	4	4	30%	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.	28	28	30%	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.	23	23	35%	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	1	5%	5%
					Risk Assessment Score		***100%***

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

*The Invoice Review Checklist should be completed for every MPO Invoice. The MPO's Supporting Documentation Review Checklist is to be completed at the frequency required by the MPO's **Risk Assessment** that is a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.*

***Please note:** Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Materially significant findings factor into the MPOs level of risk, determined by the **Risk Assessment** in the Annual MPO Joint Certification.*

* ***Indicates a Materially Significant Finding***

MPO: Sarasota	**Sarasota Manatee MPO**				
Contract:	**G2812**	Date of Review:	**2/8/2024**	Review #:	**1**
Invoice No.:	**FHWA-G2812-#3**	Invoice Period:	**1/1/2023 – 3/31/2023**	Reviewed By:	**Pamela Barr & Dasha Kosheleva**

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Employee's time sheet selected for review? *David Machado, Fiscal Coordinator*		
Does the payroll register fall within the dates match **Invoice Period**?	Yes ☒	No ☐
*Do the hours shown on the payroll register match hours requested?	Yes ☒	No ☐
*Does the employee's timesheet match the expenses being requested for reimbursement?	Yes ☒	No ☐
*Are amounts shown on payroll register and task charges accurately recorded on **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Are fringe charges equitably distributed to all grants?	Yes ☒	No ☐
Is the timesheet signed by an authorized MPO official?	Yes ☒	No ☐
Technical Memorandum 19-05Rev: Director's Timesheets and Expenses		
Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	Yes ☒	No ☐

Comments and Recommendations on Personnel Services Expenses

Click to enter details

Findings on Personnel Services Expenses

Click to enter details

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Consultant invoice selected for review? *Benesch Invoice # 242090*		
*Are charges shown on invoice accurately recorded on **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Are the consultant services invoice dates of service within the **Invoice Period**?	Yes ☒	No ☐
*Are the task services documented in the progress report?	Yes ☒	No ☐
*Is there documentation to show that invoice was paid?	Yes ☒	No ☐

Comments and Recommendations on Consultant Services Expenses

Click to enter details

Findings on Consultant Services Expenses

Click to enter details

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

Were travel expenses incurred within the **Invoice Period**?	Yes ☒	No ☐
Employee's travel reimbursement selected for review? *David Hutchinson 1/30/2023, 2/01/2023*		
*Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Has the MPO established its own travel policy?	Yes ☒	No ☐
Does the travel reimbursement comply with MPO or State travel policies and regulations?	Yes ☒	No ☐
Are charges recorded on FDOT Contractor Travel Form (300-000-06)?	Yes ☐	No ☒
Is travel request signed by an MPO authorized official?	Yes ☒	No ☐
*Are travel charges supported by documentation as required by travel policy?	Yes ☒	No ☐

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?	Yes ☒	No ☐

Comments and Recommendations on Travel Reimbursement Expenses

Click to enter details

Findings on Travel Reimbursement Expenses

Click to enter details

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the **Invoice Period**?		Yes ☒	No ☐
#1 Direct expense selected for review	*Momentum Telecom Inc Invoice # 371082*		
Was the cost incurred within the **Invoice Period**?		Yes ☒	No ☐
Is the expense for purchase of equipment under $5,000? (If over $5,000, indicate prior approval in findings/recommendation below)		Yes ☒	No ☐
*Is the expense allowable?		Yes ☒	No ☐
*Is there documentation to show that invoice was paid?		Yes ☒	No ☐
*Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?		Yes ☒	No ☐
#2 Direct expense selected for review	*Manatee Educational Television Consortium Invoice # INV-000030*		
Was the cost incurred within the **Invoice Period**?		Yes ☒	No ☐
Is the expense under $5,000? (If over $5,000, indicate prior proper approval in findings/recommendation below)		Yes ☒	No ☐
*Is the expense allowable?		Yes ☒	No ☐
*Is there documentation to show that invoice was paid?		Yes ☒	No ☐
*Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?		Yes ☒	No ☐
#3 Direct expense selected for review	*Vanguard Cleaning Systema of SWFL Invoice# 78281*		
Was the cost incurred within the **Invoice Period**?		Yes ☒	No ☐
Is the expense for purchase of equipment under $5,000? (If over $5,000, indicate prior approval in findings/recommendation below)		Yes ☒	No ☐
*Is the expense allowable?		Yes ☒	No ☐
*Is there documentation to show that invoice was paid?		Yes ☒	No ☐
*Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?		Yes ☒	No ☐
#4 Direct expense selected for review	*RICOH Invoice # 37406367*		
Was the cost incurred within the **Invoice Period**?		Yes ☒	No ☐
Is the expense for purchase of equipment under $5,000? (If over $5,000, indicate prior approval in findings/recommendation below)		Yes ☒	No ☐
*Is the expense allowable?		Yes ☒	No ☐
*Is there documentation to show that invoice was paid?		Yes ☒	No ☐
*Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?		Yes ☒	No ☐
#5 Direct expense selected for review	*Think Donson, Inc Invoice # 5609*		
Was the cost incurred within the **Invoice Period**?		Yes ☒	No ☐

Is the under $5,000? (If over $5,000, indicate prior approval in findings/recommendation below)	Yes ☒	No ☐
*Is the expense allowable?	Yes ☒	No ☐
*Is there documentation to show that invoice was paid?	Yes ☒	No ☐
*Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?	Yes ☒	No ☐
Does the MPO direct bill for indirect costs?	Yes ☐	No ☒
* If yes, does the MPO provide documentation that supports the indirect costs charged? **N/A**	Yes ☐	No ☐

Comments and Recommendations on Direct Expenses

Click to enter details

Findings on Direct Expenses

Click to enter details

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?	Yes ☐	No ☒
*If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP? **N/A**	Yes ☐	No ☐

Comments and Recommendations on Indirect Rate Charges

Click to enter details

Findings on Indirect Rate Charges

Click to enter details

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?	Yes ☒	No ☐
Was there evidence that a quality control process or procedure is in place?	Yes ☒	No ☐

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

Please provide the total number of *materially significant findings that were correct in **Table 1**. **Table 1** will be used in the **Risk Assessment** that is part of the annual Joint Certification to evaluate the MPO's risk level.

Table 1. Invoice Supporting Documentation Review Checklist Summary

Please Note: The number of "Materially Significant Findings" in the below Total box has been changed to 23 from the pre-populated 25 – which is the total number of possible Material Significant Findings for *this* Doc Review. Several sections above received an "N/A" due to not being applicable in this Review (the Sarasota/Manatee MPO does not use "Indirect Rate").

Description	Yes	Total
*Materially Significant Findings	23	**23**