Sarasota/Manatee MPO

Joint Certification – 2017/2018

January 30, 2018
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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 District will include the signed joint certification package in its submittal of the Final UPWP, which is due no later than June 1.

Although the MPO develops and adopts a two-year UPWP, the MPO’s certification must still occur annually. During those years when no UPWP is being adopted (i.e., year 1), the District and MPO will still do the certification review in January, albeit as a stand-alone process. 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 a justification for each answer is to be inserted. The justification given must be in adequate detail to explain the question. Determining “adequate detail” is at the discretion of the MPO Liaison conducting the Certification. **Please add a justification for every answer where a box exists.**

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.

**Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.**

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.

**If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.**

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Section 12: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statements and Assurances](#) document that must accompany the completed Certification report.

**Please use the electronic form fields to fill out the Statements and Assurances document, and then print it. Once all of the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed Certification in Section 12: Attachments.**
Risk Assessment Process

Section 5: Finances and Invoicing is intended to satisfy the Risk Assessment requirements described in 2 CFR §200.331. These questions will be quantified using a point scale to assign a level of risk for each MPO, which will be updated annually during the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Risk Level</th>
<th>Frequency of Monitoring</th>
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<tbody>
<tr>
<td>0-1</td>
<td>Low</td>
<td>Annually</td>
</tr>
<tr>
<td>2-3</td>
<td>Moderate</td>
<td>Bi-annually</td>
</tr>
<tr>
<td>4-5</td>
<td>Elevated</td>
<td>Triennially</td>
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<tr>
<td>&gt;6</td>
<td>High</td>
<td>Quarterly</td>
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Risk Assessment: Certification Year vs. Monitoring

January 1, 2017  December 31, 2017  July 1, 2018  June 30, 2019

- Calendar Year 2017
- Fiscal Year 2018
- Year reviewed for Certification
- Risk Assessment monitoring from CY 17 Certification in effect
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.

[23 C.F.R. 450.314 (a) and (e)]

Please Check: Yes ☒ No ☐

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

Interlocal Agreement for Administrative Services By and Between Manatee County Government and the Sarasota/Manatee Metropolitan Planning Organization (December, 2002). Auto Renews year to year

Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs (New/Revised January 22, 2018) If necessary, every 5 years

Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida (3rd Revision, Recorded June 29, 2015) As necessary

Intergovernmental Coordination and Review and Public Transportation Coordinating Joint Participation Agreement (June, 2015) As necessary

Interlocal Agreement for the Creation of the Sarasota/Manatee MPO, Transportation Planning Funds Joint Participation Agreement (June, 2016) Auto Renews every 5 years

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

[23 C.F.R. 450.314(e)]

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 Chairs Coordinating Committee of West Central Florida (CCC) which includes, through a formal Interlocal Agreement and Bylaws, a Board of elected MPO officials and the MPO Directors and representing Sarasota/Manatee, Hillsborough, Pinellas, Pasco, Hernando, Polk MPOs and Citrus County. 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 conflict 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 recently revised their 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 five MPOs in FDOT District One - Polk, Charlotte, Lee, Collier and Sarasota/Manatee - have organized the Coordinated Urban Transportation Studies (CUTS) group. 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. Also, per Florida Law and Policy, the MPO annually coordinates and negotiates a Transportation Regional Incentive Program (TRIP) and Regional Trails Program with Polk TPO and separately with Charlotte MPO.

3. Does the MPO planning process provide for consideration of the 10 Planning Factors?

[23 U.S.C. 134(h); 23 C.F.R. 450.306(a)]

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

**[23 C.F.R. 450.300 (a)]**

**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-the-sarasota-manatee-mpo.

5. Does the MPO have an up-to-date congestion management process?

**[339.175 (6)(c)(1) F.S.]**

**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 is scheduled to be completed by November 2018. (https://www.mympo.org/documents.) The new CMP will address and incorporate new performance measures mandated in MAP-21.

6. Does the MPO have a documented Public Participation Plan that defines a process in sufficient detail for members of the public to have reasonable opportunity to participate in the planning process?

**[23 C.F.R. 450.316 (a)]**
Please Check:  Yes ☑ No ☐
The Sarasota/Manatee MPO's Public Participation Plan was adopted on October 23, 2017. The PPP defines a process in sufficient detail for members of the public to have reasonable opportunities to participate in the transportation planning process. As stated in the Sarasota/Manatee MPO PPP under the Public Participation Process section, "During the public participation process, the Sarasota/Manatee MPO will strive to:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).

2. Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are considered.

3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the LRTP, the TIP, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan will be made available.

4. Respond in writing to all applicable public input. When significant written and oral comments are received on the draft transportation plan (including the financial plan) as a result of the public participation process or the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments will be made part of the final plan.

5. Solicit the needs of those underserved by existing transportation systems, including, but not limited to, people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with all abilities. MAP-21 requires that the MPO provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process via 23 U.S.C. 104(d)1.

6. Provide a public comment period of 45 calendar days prior to the adoption of the Public Participation Plan and/or any amendments. Notice of the 45-day comment period will be advertised in two newspapers of general circulation, people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with all abilities community newspapers, and various other publications prior to the commencement of the 45-day comment period and on both the Manatee County and Sarasota County Government Access Television Channels. Notice will also be mailed to the entire MPO mailing/email list prior to the commencement of the 45-day comment period.

7. Provide a public comment period of 30 calendar days prior to adoption of the LRTP, TIP, and/or Transit Development Plan (TDP).

8. Provide a public comment period of not less than 10 days for any formal amendments or updates to the LRTP, TIP, TDP, and other appropriate transportation plans and projects. For purposes of defining formal amendments the definition will be any
changes to the project scope, project costs exceeding fifty percent (50%) and resulting in an increase of $1.5 million of the original estimated federal costs, project physical limits or project termini. Informal amendments are defined as administrative amendments that include, but are not limited to, changing typeface, formatting, pictures, and updating staff members and their responsibilities.

9. Coordinate the public participation plan with statewide and regional public participation processes wherever possible to enhance public consideration of the issues, plans and programs, to minimize redundancies and costs.

7. Has the MPO recently reviewed its Public Participation Plan? If so, when?

[23 C.F.R. 450.316 (a)(1)(x)]

Please Check: Yes ☐ No ☐

The Sarasota/Manatee MPO's Public Participation Plan was reviewed, updated, available for public comment, and then adopted on October 23, 2017.

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

[23 C.F.R. 450.316(a)(3)]

Please Check: Yes ☐ No ☐

The Public Participation Plan was available for public comment on August 29, 2017 through October 15, 2017. The PPP was adopted by the MPO Board on October 23, 2017. Public comments are recorded and included as an appendix to the document.

9. Does the MPO utilize one of the methods of procurement identified in 2 C.F.R. 200.320 (a-f)?

[2 C.F.R. 200.320]

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.

10. 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.

[2 C.F.R. 200.318 (i)]

Please Check: Yes ☐ No ☐
The MPO keeps any and all information for reference in the future if needed. All backup relating to procurement or consultant services is provided to the Procurement Office and the Finance Department.

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

[2 C.F.R. 200.318 (e)]

Please Check: Yes ☒ No ☐

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

12. Does the MPO have methods 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?

[2 C.F.R. 200.318 (b)]

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

1. When developing the LRTP, did the MPO provide the required individuals and entities a reasonable opportunity to comment on the proposed plan and program?

[23 C.F.R. 450.316 (a)]

Please Check: Yes ☒ No ☐

When developing the 2040 LRTP, the MPO complied with all requirements in the American's with Disabilities Act, and all of the required individuals and entities were provided with a reasonable opportunity to comment on the proposed plan. The LRTP Public Meeting Open House was held at a the Sarasota Bradenton International Airport McClure Auditorium, a location which is accessible by transit and accessible to persons with disabilities. All meeting notices for the Open House, MPO committee meetings, and MPO Board meetings in which the 2040 LRTP was being reviewed and discussed were properly advertised in accordance with ADA regulations as well as Title VI/Nondiscrimination requirements. Notice of how to obtain special accommodations is included on all public notices, advertisements, and meeting documentation. Meetings are also held with public transportation scheduling availability in mind.

Additional opportunities for community members to engage in the LRTP planning process and comment on the proposed plan and program were provided to the community via a special website created for the plan using Mindmixer, an online community engagement platform, where we received more than one hundred public comments and more than four-thousand unique visitors.

2. Is the LRTP published or otherwise readily available for public review?

[23 C.F.R. 450.324 (k), 23 C.F.R. 450.326 (b)]

Please Check: Yes ☒ No ☐

The full LRTP, including appendices, is published online, and is readily available for public review on the documents page of the MPO's website: https://www.mympo.org/documents#65-2040-long-range-transportation-plan.

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

Please Check: Yes ☒ No ☐

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to this certification report.
Section 3: Transportation Improvement Program (TIP)

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

   Please Check:  Yes ☑ No ☐

   If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.
Section 4: Unified Planning Work Program (UPWP)

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

Please Check: Yes ☐ No ☑

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to this certification report.
Section 5: Finances and Invoicing

1. Are Federal-aid funds 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 the Division Administrator of FHWA?

Please Check: Yes ☑ No (+1) □

The MPO adheres to all policies and procedures relating to expenditure of funds.

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

The MPO submits invoices on a quarterly basis.

3. Timeliness of Invoicing

Has the MPO submitted invoices to the District for reimbursement more than 90 days after the end of the invoicing period?

Please Check: Yes (+1 for each late invoice) □ No ☑

The MPO waits for final quarterly reports to be run by the Manatee County Finance Department which shows the payroll and expenditures. Once the MPO and the County Finance Department balance, then the MPO proceeds to prepare an invoice for submittal to FDOT.

4. Since the last Joint Certification, have any incurred costs by the MPO been deemed unallowable, not necessary or not reasonable by the District based on invoice or supporting documentation review?

Please Check: Yes □ No ☑

The MPO has not incurred any costs which have been deemed unallowable or unnecessary. All invoices submitted to date have been accepted.
5. If the answer to question 4 was yes, how many incurred costs since the last Joint Certification have been deemed unallowable, not necessary or not reasonable?

+1 for each incurred cost deemed unallowable, not necessary or not reasonable

| N/A |

6. Has the MPO/TPO shown mismanagement of the UPWP budget, the PL fund balance, or incurred expenses, resulting in emergency payments outside of the contract, or other situations of financial concern?

Please Check: Yes (+1) ☐ No ☒

The MPO works with the Manatee County Financial Management Department and the Finance Department to ensure that no funds have been mismanaged.

7. Does the MPO's financial management system comply with the requirements set forth in 2 C.F.R. §200.302?

Please Check: Yes ☒ No (+1) ☐

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 basis in compliance with standard accounting principles and all applicable state and federal laws.

8. Are 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?

Please Check: Yes ☒ No (+1) ☐

Yes, the MPO keeps all records and they are readily available upon request.
9. Is supporting documentation submitted by the MPO to FDOT in detail sufficient for proper pre-audit and post-audit monitoring?

Please Check: Yes ☒ No (+1) ☐

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

10. 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?

Please Check: Yes ☒ No (+1) ☐

In the MPO’s Professional Services Agreement we include 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.

Risk Assessment Point Total: _____

Level of Risk: Select risk level

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<tr>
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<td>&gt;6</td>
<td>High</td>
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</tbody>
</table>
Section 6: Title VI and ADA

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination?
   
   [23 C.F.R. 200.9 (a)(1)]
   
   Please Check: Yes ☒ No ☐

   The Title VI/Nondiscrimination Policy Statement is included annually in the TIP. The policy statement is also on the MPO’s Website and key posted in the MPO office in English and Spanish.

2. Does the MPO take action to correct any deficiencies found by FDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance?
   
   [23 C.F.R. 200.9 (a)(3)]
   
   Please Check: Yes ☒ No ☐

   The MPO implements Title VI compliance by correcting any deficiencies in a reasonable timely manner.

3. Does the MPO have a staff person assigned to handle Title VI and ADA-related issues?
   
   [23 C.F.R. 200.9 (b)(1); 49 C.F.R. 27.13]
   
   Please Check: Yes ☒ No ☐

   Leigh Holt, Strategic Planning Manager

4. 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?
   
   [23 C.F.R. 200.9 (b)(3)]
   
   Please Check: Yes ☒ No ☐

   The MPO has a formal procedure for addressing Title VI and VIII complaints. It is posted online at: www.mympo.org.
5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the MPO's programs and activities?

\[23 \text{C.F.R. 200.9 (b)(4)}\]

**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 Accessibility Report is attached.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI?

\[23 \text{C.F.R. 200.9 (b)(6)}\]

**Please Check:** Yes ☒ No ☐

The MPO conducts an annual review of program areas in conjunction with the annual MPO/FDOT certification process. The annual Public Participation Plan review and report includes satisfying the requirements of Title VI.

7. 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 year?

**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.

8. Does the MPO have a signed Nondiscrimination Agreement, including Title VI Assurances, with the State?

**Please Check:** Yes ☒ No ☐

The signed Title VI/Nondiscrimination Policy Statement, Nondiscrimination Agreement and Title VI Assurances statement is included annually in the TIP.
9. 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.

10. Does the MPO hold its meetings in locations that are ADA accessible?

[49 C.F.R. 27.7 (5)]

Please Check:  Yes ☒ No ☐

All meetings are accessible for persons with disabilities. Notice of how to obtain special accommodations is included on all public notices, advertisements, and meeting documentation.

Public meetings are held in ADA compliant facilities and can (in most cases) be accessed via public transportation. Meetings are also held with public transportation scheduling availability in mind.

11. Does the MPO take appropriate steps to ensure its communications are available to persons with impaired vision and hearing?

[49 C.F.R. 27.7 (6)(c)]

Please Check:  Yes ☒ No ☐

The following statement is included on all MPO meeting notices:

"THE MPO’S PLANNING PROCESS IS CONDUCTED IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED STATUTES. ANY PERSON OR BENEFICIARY WHO BELIEVES HE/SHE HAS BEEN DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS MAY FILE A COMPLAINT WITH THE MPO’S TITLE VI COORDINATOR LEIGH HOLT AT (941) 359-5772 OR BY WRITING HER AT 7632 15TH STREET EAST, SARASOTA, FLORIDA 34243."

There are notifications in the PPP and posted at the MPO office instructing citizens how to request materials in alternative languages/formats.

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

[49 C.F.R. 27.121]

Please Check:  Yes ☒ No ☐
The MPO has not received any complaints of ADA non-compliance.
Section 7: 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 track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?
   **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 report actual payments to DBEs through the Equal Opportunity Compliance (EOC) system?
   **Please Check: Yes ☒ No ☐**
   The MPO submits reports to FDOT on paper forms and has been in contact with FDOT regarding utilization of other reporting methods.

4. 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.
Section 8: District Specific 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, 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
Section 9: 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.
Section 10: 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.

The following are the comments from the 2017 Federal Certification for noteworthy practices:

1. Freight Planning: The MPO is commended for successfully bringing diverse stakeholders to the table for the 2016 Freight and Economic Development Summit and producing its first Freight report, which includes baseline data for MPO developed performance measures.

2. 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.

3. Public Participation: The Federal Review Team commends the Sarasota/Manatee MPO 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.

4. Title VI and Related Requirements: The Federal Review Team recognizes the MPO for hosting the Local Agency/MPO Title VI training in July 2017. This event was the first time an MPO in Florida successfully reached out to include local agencies for essential Civil Rights training.

5. Linking Planning and Environment: The Federal Review Team commends the MPO for incorporating and strengthening the tie between environment, livability, health/wellness, land use, and social justice. By exploring environmental considerations holistically, particularly during the project prioritization process, the MPO has created a more robust transportation planning process.

6. Long Range Transportation Plan (LRTP): The Federal Review Team commends the Sarasota/Manatee MPO for proactively integrating MPO developed performance measures into the LRTP. The MPO’s performance measures are based on the federal planning factors. The MPO created a performance measures implementation document that links their performance measures with the 2040 LRTP Goals, and defines specific project prioritization criteria to support the goals and measures. The MPO also created fact sheets for each of their six performance measures (safety and security; infrastructure condition; mobility/congestion/reliability; freight and economic vitality; environment and livability; and project delivery). The fact sheets provide information, statistics, and projects in the Sarasota/Manatee region that support each performance measure.
7. **Long Range Transportation Plan (LRTP):** The Federal Review Team commends the MPO for using the online MindMixer survey tool during the development of the 2040 LRTP. This tool allowed those unable to attend in-person meetings and workshops an opportunity to still engage in the planning process. The MPO noted that this use of technology was very effective and generated the highest level of public involvement they had ever received.

8. **Regional Coordination:** The Sarasota/Manatee MPO is recognized for their outstanding regional coordination and collaboration. During the site visit, several partnering agencies and local organizations praised the MPO’s involvement and partnership efforts. The Federal Review Team also noted that the Executive Director was especially active in many regional planning groups and commends him for his leadership and participation.

In addition to the above recognition from FHWA, the MPO has also been selected for three national awards and presentations including:

9. Transportation for America Performance Measures Technical Assistance Program
10. Federal Transit Administration All Hazards Recovery Training
11. Association of Metropolitan Planning Organizations Presentation: Navigating MAP-21: The Route to Federal Funding for Your Community
Section 11: Recommendations and Corrective Actions

Status of Recommendations and/or Corrective Actions from Prior Certifications

The MPO had no recommendations or Corrective Actions from their April 4, 2017 state certification.

Recommendations

Corrective Actions
Section 12: Attachments

Please attach any documents required from the sections above, or other certification related documents here. (Link to MPO Joint Certification Statements and Assurances)

Response_Re_FHW
AComments_RE_Dr_Sarasota_Manatee
Procedures for Manatee County Interlocal Agreement
FHWAComments_R Certification
adopted-ppp-2017.pdf