



Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Wednesday, November 4, 2020
TIME: 9:00 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

NOTE:
 GoTo Meeting has been established for remote participation.

Executive Committee
Wed, Nov 4, 2020 9:00 AM (EST)

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New Smyrna Beach Commissioner Jason McGuirk, Chairperson Presiding

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENT/PARTICIPATION
- III. DISCUSSION ITEMS
 - A. Update on COVID-19 Business Practices and Impacts
- IV. BUSINESS
 - A. Review and Recommend Approval of the River to Sea TPO FY 2019/20 Independent Audit Report
 The audit report is available for your review at:

<https://www.r2ctpo.org/wp-content/uploads/Audit-Report-R2CTPO-draft-10-13-2020.pdf>

IV. BUSINESS

- B. Review and Recommend Approval of FDOT Annual Joint Certification Review** *(Enclosure, pages 3-41)*
- C. Review and Recommend Approval of Executive Director Timesheet Review Report** *(Enclosure, page 42)*
- D. Review and Approval of Draft November 25, 2020 River to Sea TPO Board Agenda** *(Enclosure, pages 43-45)*

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org. Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the event



River to Sea TPO

Joint Certification –January 1, 2019 – December 31, 2019

February 7, 2020

Part 1 – 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 1 Section 9: 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. Once all the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed certification in Part 1 Section 9: 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 1 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.331 \(b\)-\(e\)](#), 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 §200.207 Specific conditions.

(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 other means.*

(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 Management decision.

(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 Audit services.

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.

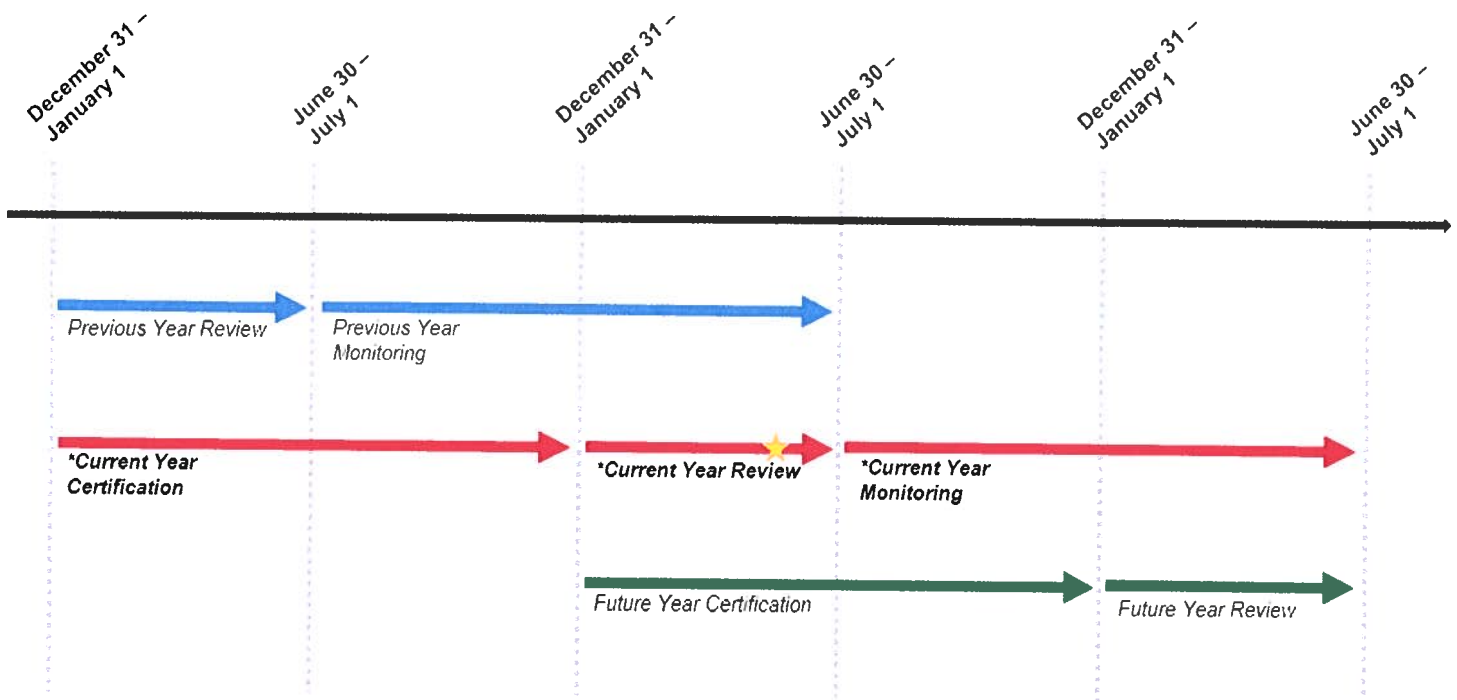
The questions in Part 1 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The 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. The first step is to complete this Risk Assessment during the joint certification for the current year (*The red line in Figure 1*). The current year runs for a 12-month period from January 1 to December 31 of the same year (**Example: January 1, 2018 through December 31, 2018**). There is a 6-month period when the joint certification for the current year is reviewed before the Risk Assessment enters the Monitoring phase. The joint certification review runs from January 1 to June 30 (**Example: January 1, 2019 through June 30, 2019**). After the review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period (**Example: July 1, 2019 to June 30, 2020**). The entire Risk Assessment runs for a total of 30-months. However, there will always be an overlapping of previous year, current year, and future year Risk Assessments. **Figure 1** shows the timeline of Risk Assessment phases and how Risk Assessments can overlap from year to year.

Figure 1. Risk Assessment: Certification Year vs. Monitoring



★ June 1st - Joint Certifications are due to FDOT

Part 1

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

Part 1 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)
10(SU)	9/15/18-1/14/19	3/8/2019	No
11(SU)	12/3/18-2/3/2019	3/8/2019	No
12(PL)	1/1/19-1/31/2019	4/11/2019	No
13(PL)	2/1/19-2/28/2019	5/9/2019	No
14(SU)	1/1/19-2/28/2019	5/28/2019	No
15(PL)	3/1/19-3/31/2019	6/6/2019	No
16(PL)	4/1/19-4/30/2019	7/10/2019	No
17(PL)	5/1/19-5/31/2019	8/7/2019	No
18(SU)	3/1/19-6/30/2019	8/15/2019	No
19(PL)	6/1/19-6/30/2019	9/11/2019	No
20(PL)	7/1/19-7/31/2019	9/24/2019	No
21(SU)	7/16/19-8/31/2019	9/26/2019	No

22(PL)	7/1/19-7/31/2019	9/30/2019	No
23(PL)	8/1/19-8/31/2019	10/28/2019	No
24(PL)	8/1/19-8/31/2019	10/28/2019	No
25(SU)	9/1/19-9/30/2019	11/5/2019	No
26(PL)	9/1/19-9/30/2019	12/5/2019	No
27(PL)	9/1/19-9/30/2019	12/5/2019	No
28(SU)	9/1/19-11/30/2019	12/30/2019	No
29(PL)	10/1/19-10/31/2019	12/30/2019	No
30(SU)	9/30/19-12/1/2019	12/30/2019	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			21
Total Number of Invoices Submitted			21

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 budgeted amount because an amendment was not recorded.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
Invoice - 10(SU) Review Date 3-11-2019	7
Invoice - 11(SU) Review Date 3-11-2019	7
Invoice - 12(PL) Review Date 4-10-2019	7
Invoice - 13(PL) Review Date 4-10-2019	7
Invoice - 14(SU) Review Date 5-29/2019	7
Invoice - 15(PL) Review Date 6/6/2019	7
Invoice - 16(PL) Review Date 7/10/2019	7
Invoice - 17(PL) Review Date 8/7/2019	7
Invoice - 18(SU) Review Date 8/15/2019	7
Invoice - 19 (PL) Review Date 9/11/2019	7
Invoice - 20(PL) Review Date 9/25/2019	7
Invoice - 21(SU) Review Date 9/27/2019	7
Invoice - 22(PL) Review Date 9/30/2019	7

Invoice - 23(PL) Review Date 10/28/2019	7
Invoice - 24(PL) Review Date 10/28/2019	7
Invoice - 25(SU) Review Date 11/5/2019	7
Invoice - 26(PL) Review Date 12/6/2019	7
Invoice - 27(PL) Review Date 12/6/2019	7
Invoice - 28(SU) Review Date 1/2/2020	7
Invoice -29(PL) Review Date 1/2/2020	7
Invoice - 30(SU) Review Date 1/2/2020	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	147

**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
Review Date: December 19, 2019 – Invoice #13	20
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	20

**Note: There are 24 materially significant questions per MPO Supporting Documentation Review Checklist.*

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?

Please Check: Yes X No

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

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

Please Check: Yes X 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?

Please Check: Yes X No

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

1. 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 or final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

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Part 1 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 ensure any correspondence or comments related to the draft or final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

DRAFT FY 2019-2020 – FY 2023-2024 TIP (5-15-2019) River to Sea TPO Checklist FDOT
--

Part 1 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 ensure any correspondence or comments related to the draft or final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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 1 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 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding

Did the MPO program all FHWA Planning Funds (PL and non-PL) into the TIP?

Please Check: Yes No

Part 1 Section 7: 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, 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 1 Section 8: 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.

Status of Recommendations and/or Corrective Actions from Prior Certifications

N/A

Recommendations

The Department continues to work in coordination with River to Sea TPO on spending Urban Attributable (SU) Funding to effectively help to reduce the obligating authority constraints placed on future allocations. These funds are intended to be used for productive purposes within the first three years of the Department's Work Program System. The funds are subject to redistribution or loss if certain requirements are not met. The TPO shall commit priority projects within the first three years of the department's work program system every tentative work program cycle. The Department will continue to use the TPOs Priority List for programming the SU funds to fulfill the requirements for programming federal funding per Florida Statute 339.135(4)(b)(3).

Corrective Actions

N/A

Part 1 Section 9: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Link to [MPO Joint Certification Statements and Assurances \(year 1\)](#) or [MPO Joint Certification Statement \(year 2\)](#).

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

- Invoice Review Checklist
- Certification Statement and Assurance
- Supporting Documentation Review Checklist
- Director's Car Allowance and Mileage Document
- Director's Timesheet Approval
- Transportation Improvement Program (TIP)
- Policy for: Timekeeping and Travel Reimbursements

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 FDOT 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	Question Description	Example	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.	21	21	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.	147	147	25%	25%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 72 opportunities for materially significant findings, 70 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.	20	20	30%	30%
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?	Car allowances or mileage was recorded appropriately.	Number Correct Column: Enter a 1 if car allowance or mileage was recorded appropriately. Enter a 0 if car allowance or mileage was not recorded appropriately.	1	1	5%	5%
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%
Technical Memorandum 19-05Rev: Director's Timesheets and Expenses	Were the Directors' timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	The Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate.	Number Correct Column: Enter a 1 if the Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate. Enter a 0 if the Director's timesheets were not reviewed at least quarterly by someone other than the Director's subordinate.	1	1	5%	5%
Risk Assessment Score						100%	



River to Sea TPO

Joint Certification – 2019

February 7, 2020

Part 2 - MPO

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Purpose

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

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

Certification Process

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

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

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

Part 2

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

Part 2 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes No

These agreements are generally unchanged from the prior year Certification Review and they are not likely to be updated until after the next decennial census. Interlocal Agreement for the Creation of Metropolitan/Transportation Planning Organization (Form 525-010-01), last update 8/19/2014. Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) (Form 525-010-03), last update 8/19/2014. Two agreements that were updated in recent years are: the Metropolitan Planning Organization Agreement (Form 525-010-02), last executed May 21, 2018; and the Public Transportation Joint Participation Agreement (Form 725-030-06), last executed December 2, 2019.

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

Please Check: Yes No

The River to Sea TPO participates regularly in regional planning efforts as part of the Central Florida MPO Alliance (CFMPOA) and the MPO Advisory Council (MPOAC) in addition to other activities including participation in the Regional Planning Council Resiliency Action Committee, the St. Johns River to Sea Loop Trail Alliance, the Coast to Coast Leadership Team and the TSM&O Consortium, etc. The CFMPOA meets three or four times each year, providing a collaborative planning forum for the six (6) M/TPO's serving East/Central Florida. Results of these efforts include a Regional List of Project Priorities, a Regional Truck Stop Study, the Regional Indicators Report, and the Regional Transit Study, among others. The MPOAC meets at least quarterly to discuss and planning activities and projects with a state-wide emphasis. R2CTPO staff also participates as part of the MPO Leadership Team meeting twice a year with FDOT Central Office staff. Deliverables produced by the MPOAC include a Strategic Plan, a Noteworthy Practices resource site, a Freight Priorities List and Annual Legislative Priorities.

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

Please Check: Yes No

The River to Sea TPO incorporates required Planning Factors into the routine activities of the organization through the development and implementation of the LRTP and the UPWP. Each of these documents references the 10 planning factors and includes tables that cross reference the connection between the planning factors and planning activities of the TPO. In addition, the two new planning factors and associated planning efforts are more fully described in Appendix N of the LRTP. The UPWP and LRTP can be found on the TPO website at: <https://www.r2ctpo.org>

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

Please Check: Yes No

River to Sea TPO activities are based in the 3C planning process. The details of planning activities, program needs and priorities are identified in the Unified Planning Work Program (UPWP), the Long Range Transportation Plan and in a variety of policy documents. The TPO Board and advisory committees meet monthly in addition to other subcommittees and other planning activities. The planning process established by the R2CTPO involves a robust public outreach program in addition to participation from all local governments within our planning area. The UPWP and LRTP also clearly outline activities that span all modes of transportation and that address the 10 planning factors identified by FHWA.

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

Please Check: Yes No N/A

River to Sea TPO Congestion Management Process was developed as part of the development of the 2040 Long Range Transportation Plan and was adopted on August 26, 2015. The document is posted on the TPO website at: <https://www.r2ctpo.org/planning-studies/long-range-transportation-/plan/> A report is developed every second year using the CMP. The most recent report was adopted October 24, 2018. A review and update to the process is currently underway.

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

Please Check: Yes No

Evaluations of the TPO's Public Participation Plan (PPP) are completed each year and the PPP was last updated and adopted on June 26, 2019. It is available on the TPO website at: www.r2ctpo.org/public-involvement/public-participation-documents/

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

Please Check: Yes No

The PPP was made available for public review and comment on April 25, 2019 and the comment period closed on June 26, 2019 for a total of 63 days.

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

Please Check: Yes No

The River to Sea TPO follows a procurement process as outlined in the Purchasing Manual adopted on August 27, 2014, which was developed to be consistent with federal requirements. This document can be found on the website at: <https://www.r2ctpo.org/wp-content/uploads/R2CTPO-Purchasing-Manual-Approved-by-TPO-Board-August-27-2014-admin-mod.pdf>. An update to the manual is under way and should be completed by June 30, 2020.

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

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

Please Check: Yes No

The River to Sea TPO maintains records associated with each procurement efforts as required including the rationale for the method of procurement, selection of contract type and contractor selection/rejection.

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

Please Check: Yes No

There are no active agreements in place.

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

Please Check: Yes No

Project management is assigned to planning staff by the Executive Director. Product delivery and schedule in accordance with the scope of services and terms of a contract is monitored by the Project Manager and additional oversight is provided by the Executive Director and Financial Officer as part of the invoicing review process. Project tracking also includes review and approval of the consultant invoices by the PM which are submitted to the CFO who checks for accuracy of the dollar amounts, then moves on to

the Executive Director for final approval and authorization of payment. After payment is made, the checks are signed by the CFO and another authorized individual.

Part 2 Section 2: Finances and Invoicing

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

Invoices are prepared by the CFO and reviewed by the Executive Director to ensure expenditures are in compliance. They are submitted to and reviewed by the District Five MPO/TPO Liaison prior to submitting to District Five Finance and Accounting Department. The MPO/TPO Liaison uses C.F.R. 200 and the FDOT Office of the Comptroller, Disbursement Handbook, and the FDOT Reference Guide for State Expenditures to review what is reasonable, necessary and eligible for all invoices from the MPO/TPO. Financial audits are also completed annually.

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

River to Sea TPO submits monthly invoices to FDOT.

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

Yes, the River to Sea TPO is subject to an annual single audit.

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

The CFO and Executive Director provide management and oversight of the financial practices of the organization in addition to oversight provided by FDOT and the completion of the annual audit

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 River to Sea TPO has practices in place that provide for the proper maintenance and availability of records. The CFO has primary responsibility for the financial administration and record keeping and limited back-up is provided by the TPO Community Outreach Coordinator. We appreciate the oversight provided by FDOT and strive to be responsive. The River to Sea TPO has practices in place that provide for the proper maintenance and availability of records. The CFO has primary responsibility for the financial administration and record keeping and limited back-up is provided by the TPO Community Outreach Coordinator. We appreciate the oversight provided by FDOT and strive to be responsive to requests for information or further details regarding financial records of the organization. Ongoing training is also completed to ensure staff is current on reporting and record keeping requirements.

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

Yes, the River to Sea TPO is not aware of any issues encountered by FDOT in this area.

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?

Contract provisions require compliance with all federal requirements

Part 2 Section 3: Title VI and ADA

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

Please Check: Yes No

The Title IV/Nondiscrimination Assurance Statement was signed on 2/23/2018. The TPO has identified a staff member to manage the responsibilities of the Title VI/ADA Program, and posted the nondiscrimination policy and complaint filing procedure under the public involvement section of the TPO's website.

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

Yes

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 River to Sea TPO has a procedure in place that does comply with FDOT's procedure, on the website at: <https://www.r2ctpo.org/public-involvement/public-participation-documents/>.

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

Please Check: Yes No

The River to Sea TPO collects statistical data on a yearly basis for the participants in the TPO's committees through the Public Participation Evaluation Matrix. The TPO also tracks statistical data through the TPO's Limited English Proficiency (LEP) Plan for its constituents.

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 River to Sea TPO conducts training for staff annually (8/7/17, 8/20/18 and 08/26/19). The Title VI Coordinators conducts research in preparation of the training. The Coordinator has also attended a course through the National Highway Institute for Public Involvement that included Title VI information.

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

We have not received any complaints. However, we are aware of the requirement and would retain records as needed should a complaint be filed.

Part 2 Section 4: Disadvantaged Business Enterprises

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

Please Check: Yes No

FDOT has a DBE Program Plan which the TPO utilizes and can be found on the TPO's website at: <https://www.r2ctpo.org/events/documents/>. MPO/TPOs are not required to have a separate plan as a recipient of FDOT funds and would follow the guidelines outlined in the FDOT DBE Program Plan.

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

Please Check: Yes No

The River to Sea TPO periodically submits the Uniform Report of DBE Commitments.

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

Please Check: Yes No

The DBE policy statement is included in all new contracts and has been added by amendment to existing contracts.

Part 2 Section 5: Noteworthy Practices & Achievements

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

---- The River to Sea TPO continues to have an exemplary public outreach program that includes numerous presentations to community groups, news media exposure and visibility at community outreach events. Public participation, education and outreach is woven into the daily routine of the organization and is recognized as a responsibility of all TPO staff. The program has measures of effectiveness established and a comprehensive review of activities is completed at the end of each fiscal year to consider opportunities to make improvements. A few examples of the success of the program include completion of the 9th annual planning retreat completed in partnership with the Daytona Chamber of Commerce focusing on the relationship between transportation and the local economy with 124 participants. The TPO also participated in 35 community events including Not So Noisy Bike Week, Halifax Art Festival and Port Orange Family Days; successfully instituted AASHTO's Transportation and Civil Engineering (TRAC) Program in Mainland High School in Daytona Beach; completed 18 business and community presentations; 765 bicycle helmets fitted and donated; and recorded 58 news media articles involving TPO activities. As an additional supplement to the PPP, the TPO has developed a Community Safety Action Plan (CSAP) to further increase public awareness of transportation safety issues as a means to reduce crashes.

---- The R2CTPO was also proactive in establishing and implementing Transportation Performance Management (TPM) and measures into our planning activities. The integration of TPM by the R2CTPO into the TIP and LRTP was recognized by FHWA as a noteworthy practice in the recent Federal Certification Review and the materials developed were used as an example for other MPO's.

----The R2CTPO also continues to be proactive in assessing the transportation system for vulnerabilities and promoting resiliency in planning and construction of projects. In addition to the completion of vulnerability assessments, the TPO has participated in the Regional Resiliency Collaborative and incorporated resiliency into the criteria for prioritizing transportation projects.

Part 2 Section 6: MPO Comments

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

The River to Sea TPO continues to appreciate the partnership that exists between the TPO and other agencies including the FDOT. We value the collaboration with other MPO's as exists through the Central Florida MPO Alliance and the MPO Advisory Council and with other organizations such as the Regional Planning Councils, One Voice for Volusia, Chambers of Commerce, etc.. We also recognize the necessity of collaborative planning and communication in ensuring the 3-C planning process. In that regard, we strongly encourage the FDOT District Five to work on ways to improve communication and utilize MPO's to assist in their transportation planning efforts and project development. This includes involving MPO's earlier in the development of planning policies that impact their organizations (LAP Policy and 2-day Approval for Cost Increase), involving MPO's in the review of project scopes of service for planning activities within their respective planning areas, coordinating public outreach activities to better utilize the MPO expertise and local knowledge and involving MPO's in project activities that involve changes in project costs and/or scopes of service when SU funding is involved or TIP amendments are required. Early and open communication will help improve outcomes.



To: River to Sea TPO Board
 From: Commissioner Jason McGuirk, River to Sea TPO Chairperson
 Date: October 7, 2020
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on October 7, 2020. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
677	August 30, 2020 through September 5, 2020	
678	September 6, 2020 through September 12, 2020	
679	September 13, 2020 through September 19, 2020	
682	September 20, 2020 through September 26, 2020	

No abnormalities noted.

Abnormalities were noted and have been resolved.

Abnormalities were noted and have **not** been resolved.



MEETING AGENDA

Please be advised that the RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD will be meeting on:

DATE: WEDNESDAY, NOVEMBER 25, 2020
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100

TPO Board

Wed, Nov 25, 2020 9:00 AM - 10:00 AM (EST)

Please join my meeting from your computer, tablet or smartphone.

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New Smyrna Beach Commissioner Jason McGuirk, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA**
 - A. OCTOBER 28, 2020 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Walter Lacey) (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- C. EXECUTIVE COMMITTEE REPORT** -- Report by New Smyrna Beach Commissioner Jason McGuirk, Executive Committee Chairperson *(Enclosure, pages)*
- D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Mr. Paul Eik, BPAC Chairperson *(Enclosure, pages)*
- E. LEGISLATIVE ISSUES SUBCOMMITTEE REPORT** -- Report by DeLand Commissioner Chris Cloudman, Legislative Issues Subcommittee Chairperson *(Enclosure, pages)*
- F. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Nora Jane Gillespie, CAC Chairperson *(Enclosure, pages)*
- G. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson *(Enclosure, pages)*
- H. RIVER TO SEA TPO BOARD SUMMARY REPORT** – Report by New Smyrna Beach Commissioner Jason McGuirk, TPO Board Chairperson *(Enclosure, pages)*
- I. METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) REPORT** *(Contact: Lois Bollenback)* *(Enclosure, pages)*
- J. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by New Smyrna Beach Commissioner Jason McGuirk, TPO Board Chairperson *(Enclosure, pages)*
- K. CANCELLATION OF DECEMBER EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** *(Contact: Debbie Stewart)* *(Enclosure, page)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO’S FISCAL YEAR 2019/20 INDEPENDENT AUDIT REPORT** *(Contact: Walter Lacey)* *(Enclosure, page)*
- B. REVIEW AND APPROVAL OF RESOLUTION 2020-## UPDATING THE R2CTPO BYLAWS** *(Contact: Lois Bollenback)* *(Enclosure, pages)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2020-## AMENDING THE FY 2020/21 TO 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Colleen Nicoulin)* *(pages 34-40)*
- D. REVIEW AND APPROVAL OF ANNUAL FDOT JOINT CERTIFICATION REPORT** *(Contact: Lois Bollenback)* *(Enclosure, pages)*
- E. REVIEW AND APPROVAL OF RESOLUTION 2020-## AMENDING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Colleen Nicoulin)* *(pages)*
- F. REVIEW AND APPROVAL OF RESOLUTION 2020-## AMENDING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR PROJECTS PRIORITIZED FOR FUNDING BY THE TPO** *(Contact: Colleen Nicoulin)* *(pages)*

V. ACTION ITEMS (Continued)

G. REVIEW AND APPROVAL OF RESOLUTION 2020-## AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS (Contact: Colleen Nicoulin) (pages)

H. REVIEW AND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE/PEDESTRIAN PROJECTS (Contact: Colleen Nicoulin) (pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF DRAFT R2CTPO 2021 LEGISLATIVE POSITIONS (Contact: Lois Bollenback) (Enclosure, pages)

B. FDOT REPORT (Contact: Anna Taylor, FDOT District 5) (pages)

VII. EXECUTIVE DIRECTOR'S REPORT (page)

→ Update on SU Funding/Work Program

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2020
- Technical Coordinating Committee Attendance Record– 2020
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2020
- October 2020 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- 2021 R2CTPO Meeting Schedule

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be January 27, 2021

January 2021 Meeting Dates

Executive Committee, January 6, 2021 @ 9:00 a.m.

Transportation Disadvantaged Local Coordinating Board, January 13, 2021 @ 11:00 a.m.

Bicycle/Pedestrian Advisory Committee, January 13, 2021 @ 2:00 p.m.

Citizens Advisory Committee, January 19, 2021 @ 1:15 p.m.

Technical Coordinating Committee, January 19, 2021 @ 3:00 p.m.

River to Sea TPO Board, January 27, 2021 @ 9:00 a.m.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.