



FDOT MPO Joint Certification

MPO Name: Volusia-Flagler TPO

Calendar Year of Review Period: January 1, 2025, through December 31, 2025

Date Completed: 2/27/2026

Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) jointly certify the metropolitan transportation planning process, as described in [23 Code of Federal Regulations \(CFR\) 450.336](#). The FDOT MPO Joint Certification includes confirmation of the metropolitan transportation planning process, a summary of the MPO's noteworthy achievements, and, if applicable, a list of recommendations and/or corrective actions. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

The MPO completes Part 1, while the FDOT District completes Part 2. Please read and answer each question in the document. The FDOT MPO Joint Certification must be submitted to the Office of Policy Planning (OPP) by **June 1**.

Part 1: MPO

The MPO completes Part 1 of the Joint Certification.

Section 1.1: Statement of Compliance

The MPO Executive Director must review and sign the statement below to certify compliance with federal and state requirements.

I acknowledge and confirm that the MPO (check all):

- Incorporates the 10 Federal Planning Factors [[23 CFR 450.306](#)] into its planning process.
- Develops transportation plans and programs through a continuing, comprehensive, and cooperative process [[23 CFR 450.306\(b\)](#)].
- Ensures that federal-aid funds are expended in conformity with applicable federal and state laws, including [23 United States Code \(USC\) 134](#), [49 USC 5303](#), [2 CFR 200](#), and [s.339.175, Florida Statutes \(FS\)](#) and policies and procedures prescribed by FDOT and FHWA.



- Requires its consultants and contractors to comply with applicable federal and state laws pertaining to the use of federal-aid funds.
- Uses a financial management system that complies with the requirements outlined in [2 CFR 200.302](#).
- Ensures records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made.
- Submits supporting documentation in sufficient detail for proper monitoring, when required, to FDOT.
- Maintains and updates required agreements between the MPO and FDOT, other MPOs, and local stakeholders.

Please select options applicable to the MPO:

- The MPO is a standalone entity, a direct recipient of federal funds, and subject to an annual single audit.
- The MPO uses a federal or state-approved indirect cost rate.

If **Yes**, please indicate which indirect cost rate the MPO uses:

- Actual indirect costs (with receipts)
- An approved Indirect Cost Allocation Plan (to be completed by the MPO, submitted to FDOT Office of Comptroller for review and approval PRIOR to contract execution)
- De Minimus Rate: A percentage of Modified Direct Costs (currently, the De Minimus rate is 15%)

If **Yes**, please check the box if the MPO submitted a Cost Allocation Plan.

- The MPO charges all eligible costs as direct costs.
- FDOT and the MPO certify the metropolitan transportation planning process is carried out according to applicable requirements described in 23 CFR 450.336.**



By signing below, I certify the above information is true and accurate.

MPO Executive Director Signature: _____

Name: Colleen Nicoulin

Title: Executive Director

Date: 2/27/2026

FDOT Transportation Development Director Signature: _____

Name: Insert name

Title: Insert title

Date: Select Date

Section 1.2: Noteworthy Achievements and Practices

List the MPO’s noteworthy achievements and practices below by year.

| Month | Year | Noteworthy Achievement or Practice |
|------------------|------|--|
| June | 2025 | Adoption of the TPO's Vision Zero Comprehensive Safety Action Plan - Funded through a Safe Streets and Roads for All (SS4A) grant and partnering with Volusia and Flagler Counties, the CSAP provides a detailed and collaborative assessment of transportation safety issues in Volusia and Flagler Counties and identifies feasible safety improvements for targeted risk areas on the roadway network. |
| September | 2025 | Adoption of the Volusia-Flagler 2050 Long Range Transportation Plan - Developed in accordance with federal and state guidelines, this plan builds upon Connect 2045, the TPO’s previous LRTP and identifies future needs and improvements for pedestrian, bicycle, transit, highway and freight mobility, guides the expenditure of transportation funds, ensures new transportation improvements meet community values, prioritizes |



| | | |
|------------------|------|--|
| | | transportation projects, and promotes safe and efficient transportation services. |
| September | 2025 | Recognized and awarded the Interactive Marketing Skill Award by the American Association of State Transportation Officials (AASHTO) for the Smart Driving College Challenge - The TPO partnered with the FDOT to launch a pilot project called the Smart Driving College Challenge. This project was an app-based gamification pilot run over 6 weeks to explore how incentives and feedback could improve driving behavior. Working collaboratively with local area colleges to promote the pilot project, holding on-campus events, and working through the schools' existing outreach activities, students, faculty, and staff signed up for an app, Safe Roads Challenge, which tracks driving habits through a cell phone and provides feedback on how to improve their driving score in seven different categories. Driving behavior was summarized into three composite scores to simplify rankings and comparisons. The overall analysis showed a clear and positive correlation between the level of outreach engagement, participation, and driving behavior improvements. The TPO will look to continue and expand this program in the upcoming UPWP cycle. |
| All | 2025 | Operation Best Foot Forward - Bike/Walk Central Florida's Operation Best Foot Forward for Pedestrian Safety Program's vision is that if the rate of drivers that stop for pedestrians in crosswalks increases, then more pedestrians will cross in crosswalks. The program uses a four "E" approach to encourage drivers to yield to pedestrians in crosswalks: Evaluation, Enforcement, Education, and Engineering. FDOT has funded the program in Volusia County from 2024 - 2026. The Volusia-Flagler TPO funded the program in Flagler County in 2025 and has committed to continue to fund the program in Flagler County through 2026. In addition to providing funding assistance, the TPO will continue to be an active participant in the program within both Volusia and Flagler Counties. |



| | | |
|-----|------|---|
| All | 2025 | <p>The Volusia-Flagler TPO continues to maintain an exemplary Public Outreach Program, including numerous presentations to community groups, news media exposure, and visibility at community outreach events. Public participation, education, and outreach are woven into the organization's daily routine and recognized as responsibilities of the entire TPO staff. The TPO participated in 55 community outreach events in 2025, including Washington Oaks State Park Earth Day in Flagler County, Port Orange Family Days, White Cane Pedestrian Safety Day, numerous bicycle safety presentations and helmet fittings at the Volusia County Libraries, New Smyrna Beach Health and Wellness Expo, Early Learning Coalition of Volusia and Flagler Health Fair, DeBary Hall Trails Day helmet fitting, Stop on Red Week event, TeentOber helmet fitting, numerous Smart Driving College Challenge outreach events at local colleges and universities, Flagler County Back to School Jam, VCARD Icebreaker, two Families and Communities Together (FACT) Fairs, outreach events for the Vision Zero Action Plan (VZAP) and 2050 Long Range Transportation Plan (LRTP), and our Annual Holiday Open House and Toy Drive that collected over 750 toys and gift cards for the Department of Children & Families of Volusia and Flagler Counties and the Neighborhood Center of West Volusia.</p> |
|-----|------|---|

Section 1.3: MPO Comments

List items that require follow-up or action.

| |
|--|
| <p>None</p> <p>The TPO appreciates the partnership with FDOT both at the District and State level. The dedicated District 5 staff is professional and always available to provide support and guidance to the TPO staff, as well as, follow-up with questions and comments from TPO Committee and Board members.</p> |
|--|

Part 2: FDOT District

The FDOT District completes Part 2 of the Joint Certification.

Section 2.1: Risk Assessment

FDOT, as the recipient of federal-aid funds for the State, is responsible for ensuring that these funds are expended in accordance with [2 CFR 200.332\(b\)](#), [s.215.971,FS](#), and [s.216.3475, FS](#). After coordination with the Office of Policy Planning (OPP), any of the considerations in [2 CFR 200.331\(b\)](#) may result in an MPO being assigned the high-risk level.

The questions in this section assign a risk level to each MPO. The risk level determines the minimum frequency with which the District MPO Liaison reviews the MPO’s supporting documentation for invoices for the following year.

Figure 1 shows the risk assessment and monitoring timeline.

Figure 1. Risk Assessment Process



1. MPO Invoice Submittal

How often does the MPO submit invoices to the District for reimbursement?

Choose an item.

The MPO must submit invoices within 90 days of the end of the invoice period. An invoice is late if it is submitted after 90 days. How many invoices did the MPO submit late? 0

2. MPO Invoice Review Checklist

The [MPO Invoice Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO invoice checklists have in the past year? 0

3. MPO Supporting Documentation Review Checklist

The [MPO Supporting Documentation Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO supporting documentation checklists have in the past year? 0



4. Risk Assessment Score

Please use the table below to select the MPO’s risk level.

Total number of late invoices and significant findings: 0

Level of Risk: Low

| Total Number of Late Invoices and Significant Findings | Risk Level | Frequency of Monitoring |
|--|------------|-------------------------|
| Less than 10 | Low | Annual |
| 10-20 | Moderate | Bi-annual |
| 21-30 | Elevated | Tri-annual |
| More than 30 | High | Quarterly |

Section 2.2: Planning Documents

1. Complete the table below.

| Planning Document | Date Adopted | End/Horizon Date | Date Uploaded in GAP (if applicable) | Was the document made available to the public consistent with applicable federal regulations and the procedures identified in the MPOs PPP? |
|-------------------|--------------|------------------|--------------------------------------|---|
| L RTP | 9.17.2025 | 9.17.2030 | 9.23.2025 | Yes |
| TIP | 6.25.2025 | 6.30.2026 | 7.17.2025 | Yes |
| UPWP | 4.24.2024 | 6.30.2026 | 5.28.2024 | Yes |
| CMP | 6.22.2022 | | | Yes |
| PPP | 6.22.2022 | | | Yes |

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

Yes

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

Yes



Section 2.3: District Questions

List District questions or observations that require follow-up or action.

1. What technical training or professional development opportunities could T/MPO Director(s) and staff benefit from that would enhance collaboration with partner agencies and stakeholders?
 - Training on any new legislative impacts to the TPO’s operations would be beneficial.
2. What challenges does the T/MPO anticipate during the next UPWP cycle, and what specific assistance or support from FDOT would help address those challenges?
 - It would be helpful to provide a virtual or recorded option for the FMPP Meetings. These meeting dates typically fall on our TPO Board meeting dates and we are unable to attend. Important information is presented/shared at these meetings and we do not always receive the information nor are we able to participate in the discussions or hear questions that are asked and answered.

Section 2.4: Recommendations and Corrective Actions

Identify any recommendations and corrective actions based on the information in this review below. Corrective actions should include a date by which the MPO must address them. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

Status of Recommendations and Corrective Actions from Prior Certifications

| Recommendation/Corrective Action | Applicable Date/Response Date |
|--|-------------------------------|
| No corrective actions last year | |
| | |
| | |
| | |
| | |

Current Recommendation(s) for this Certification Cycle

No current recommendations

Current Corrective Action(s) for this Certification Cycle

No corrective actions for this certification cycle



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA FUNDS INVOICE SUPPORTING DOCUMENTATION REVIEW CHECKLIST

MPO: **River to Sea TPO**

Contract: **G2W16** Date of Review: **2/4/2026** Review #: **1**

Invoice No.: **8** Invoice Period: **1/7/2025 – 2/28/2025** Reviewed By:

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. This checklist should be completed and saved with all invoice documentation, uploaded to the MPO Liaison Toolkit for tracking by Central Office, and forwarded to the MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or Materially Significant Findings. Comments and recommendations are at the discretion of the District, but Materially Significant 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, as determined by the **Risk Assessment** in the Annual MPO Joint Certification.

*** Indicates questions that relate to Tables 1 and 2. If a question is responded to with “Yes,” it has been addressed in a satisfactory manner and is not a Materially Significant Finding. If a question is responded with “No”, it has not been addressed in a satisfactory manner and will result in a Materially Significant Finding.**

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**
- Employee’s time sheet selected for review? **Colleen Nicoulin – Executive Director**
- Does the payroll register fall within the dates matching the **Invoice Period**? **Yes**
- * Do the hours shown on the payroll register match the hours being requested for reimbursement? **Yes**
- * Does the employee’s timesheet match the expenses being requested for reimbursement? **Yes**
- * Are amounts shown on the payroll register and task charges accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- Are fringe charges equitably distributed to all grants? **Not Applicable**
- Is the timesheet signed by an authorized MPO official?
Yes
- **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**

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

Updated: 5/7/2025

- **Comments and Recommendations on Personnel Services Expenses**

The TPO’s budget shows Task 1 (Administration & Program Support) in the UPWP as billable to PL Funds. Fringe Charges falls in the Administration billing category. Fringe charges were billed to PL Funds and not pro-rated to both PL and SU fund sources.

- **Findings on Personnel Services Expenses**

The supporting documents provided by the TPO have been verified as relevant providing clear and concise information, with the dates, costs and activities aligned with the TPO’s payment information.

Consultant Services

Select one consultant invoice and confirm details below.

- Were consultant service expenses incurred within the **Invoice Period**? **Yes**
- Consultant invoice selected for review (enter consultant and invoice number)?
KIMLEY HORN & ASSOCIATES, INC. #31148732
- Are the consultant services invoice dates of service within the **Invoice Period**? **Yes**
- * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- * Are the task services documented in the progress report? **Yes**
- * Is there documentation to show that the invoice was paid? **Yes**
- **Comments and Recommendations on Consultant Services Expenses**

The Consultant Invoice included the pertinent information such as tasks, activities, contract value and progress of each task. Additionally, the invoice is accompanied with a corresponding progress report which supports the invoice.

- **Findings on Consultant Services Expenses**
None

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**
- Was employee’s travel reimbursement selected for review?
Pamella Blankenship – 2/4/2025 thru 2/26/2025
- * Are charges shown on the travel form accurately recorded on the task’s **Itemized Expenditure Detail Report**? **Yes**
- Has the MPO established its own travel policy? **No**
- Does the travel reimbursement comply with MPO or State travel policies and regulations? **No**
- Are charges recorded on FDOT Contractor Travel Form (300-000-06)? **Yes**
- Is the travel request signed by an MPO authorized official? **Yes**
- * Are travel charges supported by documentation as required by the travel policy? **Yes**

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

Updated: 5/7/2025

- **[Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements](#)**
Was the 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**
- **Comments and Recommendations on Travel Reimbursement Expenses**
None
- **Findings on Travel Reimbursement Expenses**
None

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

Updated: 5/7/2025

Direct Expenses

Select and review five direct expense line items.

- Were direct expenses incurred within the Invoice Period? **Yes**
- **#1** Direct expense selected for review [FPL #05785-28580](#)
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **No**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- **#2** Direct expense selected for review [Spectrum Business #0907998012325](#)
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **No**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- **#3** Direct expense selected for review [County of Volusia #TEL25000205](#)
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **No**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- **#4** Direct expense selected for review [AD Solutions #AR225198](#)
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **No**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- **#5** Direct expense selected for review [Customer Care #503289 3814](#)
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **No**
 - * Is the expense allowable? **Yes**

MPO FHWA Funds
Invoice Supporting Documentation Review Checklist

Updated: 5/7/2025

- * Is there documentation to show that the invoice was paid? **Yes**
- * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?
Yes
- Does the MPO direct bill for indirect costs? **No**
 - * If yes, does the MPO provide documentation that supports the indirect costs charged?
Not Applicable
- **Comments and Recommendations on Direct Expenses**
None
- **Findings on Direct Expenses**
None

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

- Does the MPO have an approved **Indirect Cost Rate**? **No**
 - If yes, what type of **Indirect Cost Rate** is used by the MPO? **Not Applicable**
 - * If yes, does the **Indirect Cost Rate** that is charged on the invoice match that in the approved **Cost Allocation Plan** documented in the MPO's UPWP? **Not Applicable**
- **General Comments on Indirect Rate Charges**
None
- **General Comments on Indirect Rate Charges**
None

General Comments, Recommendations, and Findings

- Was the invoice's supporting documentation found to be in good order? **Yes**
- Was there evidence that a quality control process or procedure is in place? **Yes**
- **General Comments on Recommendations**
None
- **General Comments on Materially Significant Findings**
None

**MPO FHWA Funds
Invoice Supporting Documentation Review Checklist**

Updated: 5/7/2025

Invoice Supporting Documentation Review Checklist

Please provide the total number of * questions marked **Yes** (Yes indicates that the MPO satisfactorily addressed the question and that there will not be a Materially Significant Finding) in **Table 1** or **2**. **Table 1 or 2 will be used in the Risk Assessment, part of the Annual MPO Joint Certification, to evaluate the MPO’s risk level.**

Please fill out either **Table 1** or **Table 2**. **Table 1** will be filled out for MPOs that do not have Indirect Costs. **Table 2** will be filled out for MPOs that have Indirect Costs.

Table 1. Invoice Supporting Documentation Review Checklist Summary (for MPOs that do not have Indirect Costs)

| Description | Yes | No | Total |
|--------------------------|-----|----|-------|
| Responses to * Questions | 23 | | 23 |

Table 2. Invoice Supporting Documentation Review Checklist Summary (for MPOs that have Indirect Costs)

| Description | Yes | No | Total |
|--------------------------|-----|----|-------|
| Responses to * Questions | | | 25 |