River to Sea TPO

Joint Certification – 01/01/2018 – 12/31/2018

04/25/2019
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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.

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. Please include any required attachments, such as the MPO Joint Certification Statements and Assurances document that must accompany the completed Certification report as an appendix to the Final Joint Certification Package.

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 shall include Part 1, Part 2, and any required attachments, and be transmitted to Central Office no later than June 30 of each year.
Risk Assessment Process

Part 1 Section 1: Risk Assessment satisfies the Risk Assessment requirements described in 2 CFR §200.331. These questions are quantified using a point scale to assign a level of risk for each MPO, which will be updated annually as a result of 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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>&gt;6</td>
<td>High</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

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
Part 1

Part 1 of the Joint Certification is to be completed by the FDOT MPO Liaison.
### Part 1 Section 1: Risk Assessment

**MPO Invoicing:** List the invoices and dates that they were submitted for reimbursement during the certification period (Calendar Year).

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Period</th>
<th>Date forwarded to FDOT for payment</th>
<th>Was invoice submitted more than 90 days after the end of the Invoice Period? (Yes/No)</th>
<th>+1 for each invoice over 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>G0B25-30 (SU)</td>
<td>07/01/2017 – 03/31/2018</td>
<td>06/14/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-31 (PL)</td>
<td>01/01/2018 – 01/31/2018</td>
<td>06/25/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0B25-32 (PL)</td>
<td>01/01/2018 – 03/31/2018</td>
<td>07/16/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0B25-33 (SU)</td>
<td>04/01/2018 – 05/31/2018</td>
<td>07/31/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-34 (PL)</td>
<td>02/01/2018 – 02/28/2018</td>
<td>07/31/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0B25-35 (PL)</td>
<td>03/01/2018 – 03/31/2018</td>
<td>08/08/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0B25-36 (SU)</td>
<td>10/08/2017 – 06/30/2018</td>
<td>08/08/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-37 (SU)</td>
<td>03/31/2018 – 06/30/2018</td>
<td>08/20/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-38 (PL)</td>
<td>01/01/2018 – 04/30/2018</td>
<td>08/20/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0B25-39 (PL)</td>
<td>05/01/2018 – 05/31/2018</td>
<td>08/20/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-40 (PL)</td>
<td>04/01/2018 – 06/30/2018</td>
<td>08/30/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0B25-41 (PL)</td>
<td>06/01/2018 – 06/30/2018</td>
<td>08/30/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0W39-1 (SU)</td>
<td>07/01/2018 – 09/30/2018</td>
<td>11/09/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>G0W39-2 (PL)</td>
<td>07/01/2018 – 07/31/2018</td>
<td>11/14/2018</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>G0W39-3 (PL)</td>
<td>08/01/2018 – 08/31/2018</td>
<td>11/15/2018</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice #</td>
<td>Invoice Period</td>
<td>+0.5 for each returned invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
<td>--------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MPO Invoice Review Checklist:** List any questions that resulted a "No" answer on the Invoice Review Checklist.

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Question</th>
<th>+0.5 for each &quot;No&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

**MPO Supporting Documentation Review Checklist:** Please list any findings for the following items identified on the Invoice Supporting Documentation Review Checklist.

Personnel Service (MPO Salary & Fringe)
No Findings, Invoice #1, Contract G0B25, 07/01/2016 – 07/31/2016, Review took place on 09/26/2017. River to Sea Transportation Planning Organization’s (TPO) Payroll Registers, Time Sheets, and Task Sheets were very well organized.

### Consultant Services

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Findings. No consultant services expenses were submitted for payment on this invoice.</td>
<td>#1</td>
</tr>
</tbody>
</table>

### Travel Reimbursement

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Findings. No travel expenses were submitted for payment on this invoice.</td>
<td>#1</td>
</tr>
</tbody>
</table>

### Indirect Rate (if applicable)

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Findings</td>
<td>#1</td>
</tr>
</tbody>
</table>

### Direct Expenses

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Findings</td>
<td>#1</td>
</tr>
</tbody>
</table>

### General Findings

River to Sea TPO was able to produce additional information that was needed for the monitoring review. They were in compliance with the state and federal policies, procedures, and regulations in relation to expenses. The TPO’s files are well organized and accurately show sufficient evidence to support their invoices. The Department could move through the monitoring review without asking many questions.

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>NA</td>
</tr>
</tbody>
</table>

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**Invoicing Errors & Omissions:** Were any errors or omissions of costs discovered through the MPO on-Site Documentation review that required an adjustment to the next invoice? If so, please identify the invoice number, Invoice Period, and adjustment amount below.

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Period</th>
<th>Adjustment Amount</th>
<th>#2 for each error or omission</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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*FDOT Joint Certification*

*Part 1 – FDOT District*
Risk Assessment Point Total: 7
Level of Risk: Moderate

<table>
<thead>
<tr>
<th>Scale</th>
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<tbody>
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<td>Quarterly</td>
</tr>
</tbody>
</table>
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 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 the final Joint Certification Package.
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 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 the final Joint Certification Package.
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 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 the final Joint Certification Package.
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.
Part 1 Section 6: 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. Each MPO/TPO shall recommend and approve a Community Transportation Coordinator (CTC) for their area. How does the MPO/TPO interact with the CTC? What activities does the MPO/TPO participate in with the transit provider?

The River to Sea TPO works closely with Votran as the established CTC serving Volusia County. TPO staff routinely coordinates activities with the CTC including participation in the development and annual updates of the TDP and TDSP, participation on the Customer Service Review Committee that meets weekly, and a variety of other service planning and operational review activities. The TPO staff also manages activities associated with the TDLCB including coordination with Votran staff on quarterly meetings, development and review of the AOR, and coordination of the Quality Assurance Subcommittee. The TPO also supports the activities of Flagler County Public Transit (FCPT) as the designated CTC although the TPO does not oversee the provision of services. This is accomplished through the NE Florida RPC. TPO staff attends TDLCB meetings and monitors activities and identifies opportunities to provide support.

1. How does the MPO/TPO use their Section 5303 funds to support public transportation?

The TPO has used FTA planning funds to ensure public transit agencies and services are represented in TPO planning activities including the TIP, UPWP and LRTP. A portion of FTA funding is also used to support the general operations of the TPO and to provide a transit planner to provide support to each of the transit providers and to participate in SunRail TAC activities. The current UPWP includes a study to review paratransit operations and to support the completion of a COA.

2. Question

Please Explain

3. Question

Please Explain
4. Question

Please Explain
Part 1 Section 7: 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

The Department has found the R2CTPO to be very involved in carrying out their metropolitan/transportation planning responsibilities. The R2CTPO were one of the first to complete their safety performance measures for the Transit Asset Management targets and did a great job on showing safety performance management documentation on reducing traffic fatalities and serious injuries on all public roads. Central Office uses River to Sea measures as an example to show statewide how the targets can be developed. The Department acknowledges the continued support and partnership that we have with the R2CTPO. The Staff are willing to help with assisting the Department in programming projects to be delivered in their transportation planning area. The Department did find the TPO was not submitting for reimbursement within the time frame of the Agreement. The Department is recommending the R2CTPO submit invoices before the 90 days deadline following the end of the invoice period. Even though the risk assessment level shows high, the Department feels that the R2CTPO does a good job with managing their finances. There have been no returns, no corrections, no unallowable expenses, and no unnecessary expenses. Therefore, at the Department’s discretion the monitoring review level will be at the moderate risk assessment level and the R2CTPO will be reviewed bi-annually.

Recommendations

The Department recommends the R2CTPO submit their invoices before the 90-day deadline. The Department also, recommends the R2CTPO be sure to send Scope of Services for Planning Contracts on the following Tasks 2.06, 2.09, and 3.02 be sent to FHWA for review and approval before issuing the task work order.

Corrective Actions

None at this time.
River to Sea TPO

Joint Certification – 2018

February 28, 2019
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 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 update 12/4/2017; and the Public Transportation Joint Participation Agreement (Form 725-030-06), last update 11/27/2018.

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 annually using the CMP. The most recent report was adopted October 24, 2108.

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

Please Check: Yes ☒ No ☐

The River to Sea TPO Public Participation Plan is posted on our website at: https://www.r2ctpo.org/public-involvement/public-participation-documents/. An evaluation of the success of the program is completed at the end of each fiscal year to ensure outreach efforts are comprehensive and effective. The current PPP was adopted on 11/23/16. An update to the plan is scheduled for 2019 with an estimated date of adoption in June 2019.

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

Please Check: Yes ☒ No ☐

The PPP update was adopted on November 23, 2016. The public comment period opened on September 9, 2016.
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

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.
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 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 ☐

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 ☐

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 (8/1/16, 8/7/17 and 8/20/18). 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 can be found here: http://www.fdot.gov/equalopportunity/dbeplan.shtml. MPO/TPO's 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. A few examples of the success of the program include: 2,176 responses to the Tell the TPO Survey (with an estimated exposure of 62,363 people); a successful Annual Planning Retreat focusing on transportation technology with more than 125 participants; participation in numerous events such as Bethune Cookman University’s Conference on Equitable Development and the Not So Noisy Bike Week; presentations at more than 22 workshops, participation in 45 community events; and 102 news media articles involving TPO activities. The TPO successfully implemented all Transportation Performance Measurements and target setting as required. TPM was integrated into the Priority Project ranking criteria, into the TIP and into the 2040 LRTP through an amendment that was initiated November 2018. The River to Sea TPO continued participation in regional planning activities coordinating with trail groups such as the Coast to Coast Trail Leadership Team, the SR 40 Black Bear Trail Project Visioning Team (PVT) and the St. Johns River to Sea Loop Trail Alliance; participating on the Regional Resiliency Action Plan Steering Committee, the TSM&O Consortium, the CFMPOA and the MPOAC (where the Executive Director is serving as the Vice-Chair). The River to Sea TPO has continued to pursue important planning studies including the Resilient Flagler Study (including a presentation of Sea Level Rise and Storm Surge Resiliency for Transportation Research Board 16th National Tools of the Trade Conference on August 23, 2018); the Roadway Safety Evaluation & Improvement Study focusing on mitigation options for high crash areas; development of a TSM&O Masterplan; and an update of Bicycle & Pedestrian Master Plan.
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 appreciates our partnership with the Florida Department of Transportation, both at the District and State level. In this past year, the Central Office staff (Mark Reichert) provided leadership in implementing Transportation Performance Measures throughout the state and their communication and guidance was invaluable. The partnership offered through the Office of Policy Planning (Carmen Monroy) in hosting MPO-FDOT Leadership meetings has also been productive in terms of relationship building, increased understanding of processes and problem solving. At the District level, we've seen more proactive communication from staff even as they have struggled with staff turnover. We've had improved support through the liaison department and look forward to a positive year to come. One area where we continue to look for improvement involves communications pertaining to public outreach events. We encourage FDOT District staff to establish practices that ensure relevant stakeholders are included in meeting notices and we welcome opportunities to partner with the TPO in this regard.