

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

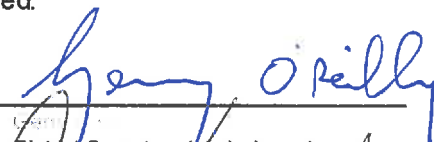
525-010-05c
POLICY PLANNING
02/18

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Palm Beach TPA with respect to the requirements of:

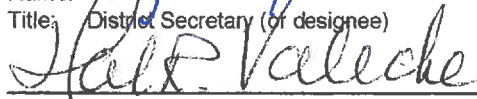
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 01/24/2019.

Based on a joint review and evaluation, the Florida Department of Transportation and the Palm Beach TPA recommend that the Metropolitan Planning Process for the Palm Beach TPA be certified.

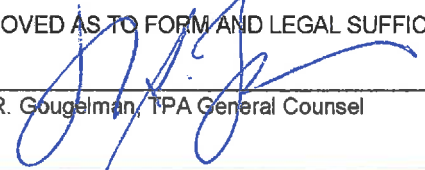

Name: Gary O'Reilly
Title: District Secretary (or designee)

5-7-2019
Date


Name: Hal F. Valeche
Title: TPA Chair (or designee)

04/18/2019
Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


Paul R. Gougelman, TPA General Counsel

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION
Part 1 – FDOT District

525-010-05
POLICY PLANNING
11/18



Palm Beach TPA

Joint Certification – CY 2018

February 15, 2019

(REVISED APRIL 1, 2019)

Part 1 – FDOT District

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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.

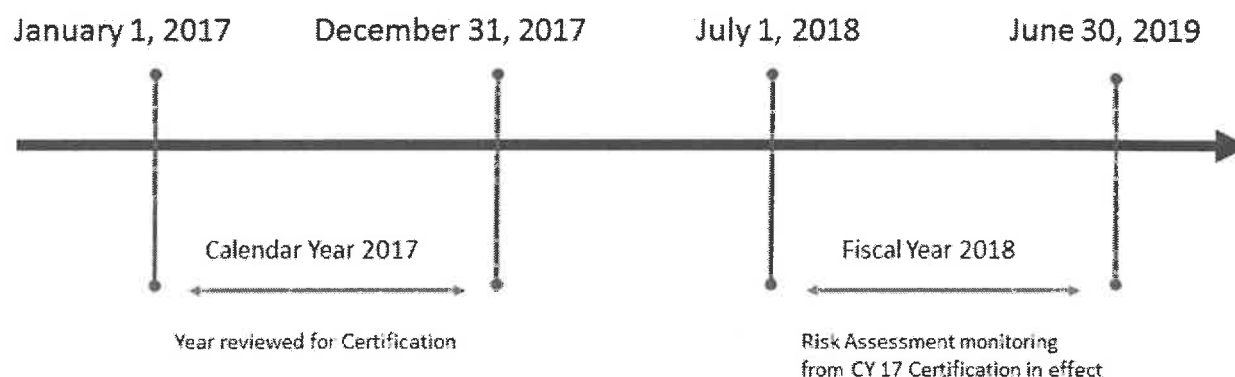
Please note that the District shall report the identification of, and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall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

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly



Risk Assessment: Certification Year vs. Monitoring

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).

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Date forwarded to FDOT for payment</u>	<u>Was invoice submitted more than 90 days after the end of the Invoice Period? (Yes/No)</u>	<u>+1 for each invoice over 90 days</u>
G0B72 - 6	9-14-2017 to 10-31-2017	1-3-2018	No	0
G0B72- 7	09-29-2017 to 11/30/2017	2-6-2018	No	0
G0B72-8	10-1-2017 to 12-31-2017	2-23-2018	No	0
G0B72-9	11-11-2017 to 1-31-18	4-10-2018	No	0
G0B72-10	11-1-2017 to 2-28-18	5-8-2018	No	0
G0B72-11	1-1-2018 to 03-31-2018	6-1-2018	No	0
G0B72-12	11-1-2017 to 5-12-2018	7-13-2018	No	0
G0B72-13	10-1 -2017 to 5-31-2018	8-24-2018	No	0
G0B72-14	9-1-2017 to 6-30-2018	9-28-2018	No	0
GOY84	7-1-2018 to 9-30-	12-3-2018	No	0

	2018			
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MPO Invoice Review Checklist: List any invoices that were returned to the MPO for corrections or unallowable, unreasonable, or unnecessary expenses.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>+0.5 for each returned invoice</u>
G0B72-12	11-1-2017 to 5-12-2018	-
G0B72-13	10-1-2017 to 5-31-2018	-
G0B72-14	9-1-2017 to 6-30-2018	-
G0Y84 - 1	7-1-18 to 9-30-18	-

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

<u>Invoice #</u>	<u>Question</u>	<u>+0.5 for each "No"</u>
G0B72-12	Invoice was returned for clarification on Travel and training expenses	0
G0B72-13	Invoice was returned to correct expenses detail for Keven Fischer	0
G0B72-14	Invoice was returned to clarify discrepancies found on the final totals per task	0
G0Y84 - 1	Invoice was returned to clarify discrepancies found on the final totals per task	0

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

	<u>Review #</u>	<u>+1 for each finding</u>
<u>Personnel Service (MPO Salary & Fringe)</u>		
Payroll register does not match amount requested (\$62,799.47) on invoice #1 (Based on DRAFT/preliminary audits for Invoice G0Y84-1)	1	0
<u>Consultant Services</u>		
No findings, during audit of Invoice G0Y84-1	1	0
<u>Travel Reimbursement</u>		
Provide MPO resolution indicating approval of \$0.54 mileage rate (Based on DRAFT/preliminary audits for Invoice G0Y84-1)	1	0
<u>Indirect Rate (if applicable)</u>		
No findings, during audit of Invoice G0Y84-1	1	0
<u>Direct Expenses</u>		
Submit direct expense invoices and proof of payment (Based on DRAFT/preliminary audits for Invoice G0Y84-1)	1	0
<u>General Findings</u>		
Pending per final review		

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.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Adjustment Amount</u>	<u>+2 for each error or omission</u>
N/A			

Risk Assessment Point Total: 0

Level of Risk: Low

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

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.

FDOT District 4 notes (February 13, 2019):

No LRTP was adopted in the certification year. However, preparation Palm Beach TPA's planned upcoming Long Range Transportation Plan update commenced during CY 2018. As of December 31, 2018 FDOT and Palm Beach TPA had engaged in preliminary review and comment sessions relative to local and regional LRTP development, though no document had proceeded to the formal draft stage as of that date.

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.

FDOT District 4 notes:

- FDOT final TIP review checklist attached
- Signed TIP Transmittal letter attached

TIP Review Checklist

Federal or State laws and rules do not specify a particular format for the TIP. The following TIP review checklist is provided to assist in review of the TIP.

TIP Review Checklist

MPO Name and Year: Palm Beach TPA FY 2019-2023

Introduction

- ☒ Cover Page – *Page 1*
- ☒ Table of Contents – *Page 3*
- ☒ Legal Endorsement – “Developed following State/Federal Requirements”; include date of official MPO/TPO approval of the TIP – *Page 2*
- ☒ List of definitions, abbreviations, funding and phase codes, and acronyms – *Pages 179 to 181*

Narrative

- ☒ Statement of Purpose – prioritized listing of five-year transportation projects; consistent with LRTP; contains all projects funded by Title 23 and Title 49 funds – *Page 4*
 - *Title 49 funds are not mentioned on either page, please add Title 49 funds to the Statement of Purpose*
- ☒ Discussion of the TIP's Financial Plan
 - ☒ TIP is financially constrained - *Page 21*
 - ☒ Financial Plan for project implementation – *Pages 5, 9 to 24*
 - ☒ Statement that TIP is developed by MPO in cooperation with the State and Public Transit Operator, who will provide estimates of funds to develop a financial plan – *Page 2 & 4*
 - ☒ Describe project selection process – *Page 6*

- ☒ Describe consistency with LRTP and other plans – *Pages 6*
- ☒ Identify criteria and process for project prioritization – *Pages 6*
- ☒ FDOT Annual Listing of Obligated Projects – *Page 183*
 - *A link to the Federally obligated projects are provided in the FY 2019 TIP, a listing of the actual obligated projects is not included in the document.*
- ☒ Public Involvement – *Page 7*
- ☒ Completion date of FDOT-MPO Certification – *Page 5*
- ☒ Date of last Federal MPO Certification (if applicable) – *Page 5*
- ☒ Discussion of Congestion Management Process - *Page 7*
- ☒ Discussion of Transportation Disadvantaged – *Page 7*
- ☐ Discussion of how the TIP, once implemented, will make progress toward achieving the performance targets for: (23 CFR 450.326(c))
 - ☐ Safety Performance Measures – *Page 5*
 - ☐ System Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
 - ☐ Bridge Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
 - ☐ Pavement Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
 - ☐ State Asset Management Plan
 - *Not Included in TIP document – Include a discussion of how the TPA will make progress toward achieving the performance targets of the State Asset Management Plan. Targets are currently not included in the State Asset Management Plan, the TPA can incorporate the plans by reference in the TIP.*

☐ State Freight Plan

- *Not Included in TIP document – Include a discussion of how the TPA will make progress toward achieving the performance targets of the State Freight Plan. Since targets are currently not included in the State Freight Plan, please incorporate the plans by reference in the TIP.*

☐ A description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan (LRTP), linking investment priorities to those performance targets for: (23 CFR 450.326(d))

☒ Safety Performance Measures – Page 5

☐ System Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]

☐ Bridge Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]

☐ Pavement Performance Measures N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]

☐ State Asset Management Plan

- *Not Included in TIP document*

☐ State Freight Plan

- *Not Included in TIP document*

Project Listing

For each project or phase:

- ☒ Descriptive material to identify the project or phase (type of work, termini, and length)
- ☒ Financial Project Number (FPN)
- ☒ FDOT's Work Program fund code

- ☒ Estimated total project cost
- ☒ Year of anticipated funding
- ☒ Summary tables showing the financial constraint of the program – *Pages 9 to 24*
- ☒ Page number or identification number where the project can be found in the LRTP
 - *Please ensure that the Long-Range Transportation Plan page number identified is correct for each Transportation Improvement Plan (TIP) Project.*
- ☒ Category of Federal funds and source(s) of non-Federal funds
- ☒ FTA section number for FTA funded projects

Comments

- Please remember to circulate the Final Adopted FY 2019 – 2023 TIP to the listing of local, State, and Federal agencies indicated in Table 5.2 on pages 5-22 through 5-24 of the FDOT MPO Program Management Handbook.
- Project # 440100 (PBI/ Palm Beach International airport) – Dropped in 2020
- BCT/ Boca Raton airport in 2020:
DPTO \$400,00 Landside Lighting and Singe Replacement
LF \$100,000

Date Completed: July 10, 2018

Reviewer Signature: Yanique Kelly

Part 1 Section 4: Unified Planning Work Program (UPWP)

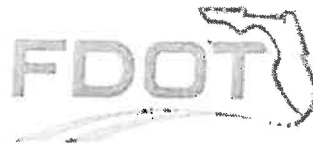
1. Did the MPO adopt a new UPWP in the year that this certification is addressing?

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.

FDOT District 4 notes:

- Signed FDOT UPWP transmittal letter attached
- Signed FHWA UPWP approval letter attached



Florida Department of Transportation

RICK SCOTT
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

MIKE DEW
SECRETARY

July 31, 2018

Mr. Alexander Gramovot
Statewide Metropolitan Planning Coordinator
Office of Policy Planning
Florida Department of Transportation
605 Suwannee Street, Mail Station 28
Tallahassee, FL 32399-0450

RE: District Four Approval of the Fiscal Year 2018/19 – Fiscal Year 2022/23 Transportation Improvement Program (TIP) for Broward Metropolitan Planning Organization, Palm Beach Transportation Planning Agency, Martin Metropolitan Planning Organization, St. Lucie Transportation Planning Organization and Indian River Metropolitan Planning Organization.

Dear Mr. Gramovot:

District Four has completed the review of the Transportation Improvement Program (TIP) for each of the five (5) MPOs within the District. Approval is recommended for all TIP documents for Fiscal Year 2018/19 – Fiscal Year 2022/23.

The District appreciates the Office of Policy Planning's continued cooperation and support in this process. If you have any questions or need additional information, please contact me at (954) 777-4480.

Sincerely,

Christine Fasiska
Transportation Planning Manager - District Four

YK/file

cc: Mark Reichert



Federal Highway Administration
Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Federal Transit Administration
Region 4 Office
230 Peachtree St, NW, Suite 1400
Atlanta, Georgia 30303
(404) 865-5600

June 18, 2018

Sent Via Email Only

Mr. Mayur Patel, P.E.
District 4 Planning & Environmental Management Administrator
Florida Department of Transportation
3400 West Commercial Blvd.,
Ft. Lauderdale, FL 33309

Dear Mr. Patel:

The following is in response to Florida Department of Transportation's (FDOT's) June 1, 2018, transmittal of the Final Fiscal Year (FY) 2018/19 - 2019/20 Unified Planning Work Program (UPWP) for our review that was developed and adopted by the Palm Beach Transportation Planning Agency (TPA) in coordination with the FDOT, the local transit service provider, and other area planning process participants.

Upon our review of the Final UPWP, we have determined that our comments on the draft UPWP have been addressed and the document satisfies the requirements of 23 United States Code (U.S.C.) 134, 49 U.S.C. 5303, 23 Code of Federal Regulations (CFR) Part 420, 49 CFR Part 18 and other pertinent legislation, regulations and policies, with the exception of the tasks listed below.

Please ensure that the Scope of Services for planning contracts and individual task work orders on continuing service contracts identified in the following tasks are sent to the Federal Highway Administration (FHWA) for review and approval prior to execution:

- Task 1 – Engage the Public
- Task 2 – Plan the System
- Task 4 – Implement Projects
- Task 5 – Collaborate with Partner
- Task 6 – Administer the Agency

Late in the UPWP development process questions arose regarding how FDOT and the MPO's document transfers of funding for tasks that cross MPO areas. As a result, the documentation of these transfers is not consistent throughout the state. After July 1, 2018, changes will need to be made to the UPWP regarding the tasks and budget tables detailing the MPO's transfer of funds to

FDOT or another MPO, if such tasks are included in the UPWP. FHWA will work with the MPO and FDOT to identify any potential tasks and provide assistance in order to resolve this issue by October 31, 2018.

As delegated in the January 2011 Memorandum of Agreement between the FHWA, Florida Division and the Federal Transit Administration (FTA), Region IV for Administration of Transportation Planning and Programming, the FHWA approves the MPO's FY 2018/19 - 2019/20 UPWP submitted by your office.

The FY 2018/19 – 2019/20 UPWP reflects \$1,212,101 of Metropolitan Planning funds (PL) for 2018/19 and \$2,514,354 of PL funds for 2019/20. The funds for FY 2018/19 are available upon an approved authorization. Expenditure invoicing and progress reports should be submitted quarterly, with copies to the FHWA. Expenditures incurred without prior authorization will not be reimbursed.

The funds for FY 2019/20 will not be available for use until July 1, 2019, and may need to be adjusted prior to this date to accurately reflect the federal funds available to the MPO at that time. Closeout of the federal funds shall occur 90 days after the end of FY 2019/20 state fiscal year (by September 30, 2020). Any exception to this timeframe must have prior approval by the FHWA.

We appreciate your staff's efforts in the development and review of this MPO's UPWP. If you have any questions, please feel free to contact Ms. Stacie Blizzard via email Stacie.Blizzard@dot.gov or via telephone 850-553-2223.

Sincerely,



FOR: James Christian, P.E.
Division Administrator
Federal Highway Administration

cc: Mr. Nick Uhren, Palm Beach TPA
Ms. Yanique Kelly, FDOT District 4
Ms. Karen Brunelle, FHWA
Ms. Stacie Blizzard, FHWA
Ms. Richelle Gosman, FTA Region 4
Ms. Carrie Thompson, FDOT (MS-21)
Mr. Mark Reichert, FDOT (MS-28)
Mr. Alex Gramovot, FDOT (MS-28)
Mr. Carl Mikyska, MPOAC

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. *Describe your agency's Quality Assurance process to ensure invoice details are accurate (e.g. invoice dates, invoice periods, progress reporting, etc.)*

Starting with a blank invoice form, TPA financial staff do the following:

1. Enter the invoice number and invoice period
2. For the invoice detail summary:
 - a. Verify total FHWA Previous Payments by task against previous invoice.
 - b. Verify total budget for the Fiscal Year against the adopted UPWP, including amendments.
 - c. Compile current costs for the invoice period using timekeeping system (salaries and fringe) and accounting system (all other costs) and aggregate them into UPWP tasks and expenditure categories.
3. For the invoice summary, ensure that all information from the invoice detail summary has been accurately reflected (i.e. totals match).
4. Submit draft for review by the CFO.
Submit final draft for review and authorization for submittal by Executive Director.

2. *During November 2018 a public meeting notice for a "Mobility Workshop" was distributed on the date of the meeting, and did not appear on the agency's published meeting calendar. Please describe if this meeting occurrence was consistent with your PPIP process, and if not, what plan the TPA has put in-place to ensure state and federal laws are followed with regard to public notice requirements.*

The Central Palm Beach County Chamber of Commerce was the organizer and primary host of the referenced "Palm Beach County Mobility Workshop" held on November 8, 2018 at the South Florida Fairgrounds. Presenters from Alta Planning were hired by the Chamber to facilitate the workshop. The Chamber's targeted audience was the business community and local elected

officials, with a goal to develop a shared vision for land uses, future development hubs, and a supporting transportation infrastructure along the S.R. 80/ Southern Boulevard corridor. The timing of the workshop was based on the Chamber's desire to generate awareness and responses to current FDOT proposals for the corridor. Shortly preceding the event, the Chamber was short on workshop funding and approached the TPA for assistance. The TPA was able to execute a work order for a portion of the effort to conduct the workshop because Alta Planning is an established subconsultant on a GPC contract and the topic of the workshop aligned well with the TPA's mission and vision.

To acknowledge the TPA's financial contribution of planning funds, the TPA logo was added to the agenda and presentation. At that time, TPA staff acted expediently to provide public notice to the workshop by the following means:

- Emailed public notice to more than 1,600 direct recipients
- Emailed public notice to more than 70 local media contacts
- Prominently posted to the TPA website home page, meetings page, and calendar
- Posted workshop materials including all presentation content following its conclusion

The financial participation by the TPA was necessary to supplement the hosting Chamber's efforts and allowed the establishment of a public participation venue for an enthusiastic group of directly impacted stakeholders to discuss perhaps the largest transportation investment the state will make in Palm Beach County in the next 20 years.

The TPA's adopted Public Participation Plan establishes a goal of 7 days advance notice specific to TPA organized/hosted events. When this goal cannot be met, as much advance notice as practicable is provided.

* Attachments include a summary of advance public notice by the TPA and a summary of post-publicity by the TPA after the workshop. As the workshop organizer and host, the Chamber also provided workshop notices and post-event coverage.

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

N/A- No recommendations or corrective actions from prior year

Recommendations

FDOT District 4 Staff recommends endorsement of the CY 2018 Joint MPO/State Certification, with the following notes:

1. The outcome of the January 24, 2019 meeting between FDOT Staff and the Palm Beach TPA affirmed that no material defects or items of major concern were found during the review of documents submitted and/or adopted during CY 2018 certification period.
2. FDOT District 4 findings stated prior to the January 24, 2019 Joint MPO/State Certification meeting regarding invoice activity during the certification year have been fully and satisfactorily resolved.
3. It is FDOT District 4 recommendation that the Palm Beach TPA risk level remains in the "Low" category.
4. The recommendation proposed by the TPA in Part 2 of this certification are acknowledged. They are statewide in nature, and have been referred to FDOT's Central office to be addressed

Corrective Actions

N/A - No Corrective actions are recommended

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION
Part 2 – MPO

525-010-05b
POLICY PLANNING
11/17



Palm Beach TPA

Joint Certification – CY 2018

February 15, 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 ☐

The Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), is created by an Interlocal Agreement between FDOT and all member local governments. The Agreement was executed on October 9, 2015. This document does not require readoption.

The TPA has an Intergovernmental Coordination and Review and Public Transportation Agreement with FDOT, the Treasure Coast Regional Planning Council (TCRPC), the South Florida Regional Transportation Authority (SFRTA), the Port of Palm Beach and Palm Beach County. The Agreement was executed on April 21, 2008. This document does not require readoption.

The TPA's current MPO Agreement (FHWA planning funds) is dated June 14, 2018 and expires June 30, 2020.

The TPA's current Public Transportation Joint Participation Agreement (FY 16-19 FTA planning funds) is dated October 1, 2015 and expires September 30, 2020.

The TPA has been provided a draft Public Transportation Grant Agreement (FY 20 FTA planning funds) and intends to execute this agreement on February 21, 2019. It will have an expiration date of December 31, 2020.

The TPA's Sub-Recipient Agreement with Palm Beach County (Transportation Disadvantaged planning funds) is dated October 16, 2018 and covers the period from July 1, 2018 to June 30, 2019.

The TPA's Interlocal Agreement for Staff and Services with Palm Beach County is dated March 12, 2013. The First Amendment to the Interlocal Agreement is dated April 10, 2018 and expires September 30, 2019 with two 1-year extension options.

The Interlocal Agreement creating the Southeast Florida Transportation Council (SEFTC) is dated January 9, 2006, has been amended twice, and automatically renews every five years.

The Memorandum of Understanding between Broward MPO, Miami-Dade TPO, Palm Beach TPA, and FDOT Districts 4 & 6 for Coordination of Southeast Regional Planning Model related activities is dated May 14, 2015 and expires December 31, 2019.

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

Please Check: Yes ☒ No ☐

The TPA coordinates the planning of projects that cross the southern county boundary with the Broward MPO and the Miami-Dade TPO through the South Florida Transportation Council (SEFTC). The SEFTC Interlocal Agreement was executed on January 9, 2006 and amended on April 30, 2009 and July 14, 2011. Additionally, the TPA coordinates with the Martin County MPO, St. Lucie TPO and the Indian River MPO on transportation projects that cross the northern county boundary and with the Heartland Regional TPO on projects that cross the western county boundary.

The TPA is a funding partner for the regional household travel survey that is being administered by the Miami-Dade TPO, the Southeast Regional Planning Model (SERPM) update that is being administered by FDOT, and the update to the regional Long Range Plan that is being administered by the Broward MPO. TPA staff actively participates in the development and coordination of these efforts.

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

Please Check: Yes ☒ No ☐

As outlined in the TPA's UPWP, the 10 planning factors are considered in the planning process. These factors are to:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; UPWP Task 5-D Coordinate with local economic boards and Chambers of Commerce to identify travel and tourism infrastructure needs.

2. Increase the safety of the transportation system for motorized and non-motorized users; UPWP Task 2-D Plan the non-motorized transportation system including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle/pedestrian county program; Task 2-G Conduct corridor studies to evaluate safety and identify complete street infrastructure investment opportunities and health impact assessments.
3. Increase the security of the transportation system for motorized and non-motorized users; UPWP Task 2-B Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit hubs, analysis of rail crossing safety and quiet zone eligibility.
4. Increase the accessibility and mobility of people and for freight; UPWP Task 2-B Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit hubs, analysis of rail crossing safety and quiet zone eligibility; Task 2-C Plan the Transportation Disadvantaged (TD) Paratransit system...; Task 2-D Plan the non-motorized transportation system including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle/pedestrian county program; Task 2-H Update the freight system plan, including the regional plan...; Task 2-K Plan for and coordinate with the Glades communities on freight, bike/pedestrian and commuter movements.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; UPWP Task 4-D Update the Congestion Management Process (CMP) Report Card to evaluate LRTP goals and objectives and identify potential projects for funding in the TIP.
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight; UPWP Task 2-B Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit hubs, analysis of rail crossing safety and quiet zone eligibility; Task 2-C Plan the Transportation Disadvantaged (TD) Paratransit system...; Task 2-D Plan the non-motorized transportation system including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle/pedestrian county program; Task 2-H Update the freight system plan, including the regional plan...;

Task 2-K Plan for and coordinate with the Glades communities on freight, bike/pedestrian and commuter movements.

7. Promote efficient system management and operation; UPWP Task 2-B Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit hubs, analysis of rail crossing safety and quiet zone eligibility; Task 2-C Plan the Transportation Disadvantaged (TD) Paratransit system...; Task 2-D Plan the non-motorized transportation system including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle/pedestrian county program; Task 2-H Update the freight system plan, including the regional plan...; Task 2-K Plan for and coordinate with the Glades communities on freight, bike/pedestrian and commuter movements.
8. Emphasize the preservation of the existing transportation system; UPWP Task 3-A Develop an annual Priority Project list...; Task 3-C Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board; Task 3-D Prepare the TIP...
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; UPWP Task 4-D Update the Congestion Management Process (CMP) Report Card to evaluate LRTP goals and objectives and identify potential projects for funding in the TIP.
10. Enhance travel and tourism. UPWP Task 5-D Coordinate with local economic boards and Chambers of Commerce to identify travel and tourism infrastructure needs.

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

Please Check: Yes ☒ No ☐

The TPA routinely:

- Cooperates with our neighboring MPOs, transportation and regional agencies and the public on a continuous basis.
- Monitors land use and zoning activities by local governments within the planning area, provides input and comments upon request, and responds to changes by

routinely updating the planned transportation facilities and services necessary to support the evolving transportation demands created by these actions.

- Comments on project scoping for FDOT, County and City projects to ensure advancement of the TPA's vision.
- Reaches out to airport, seaport, railway and road-based shipping partners to ensure that its plans are comprehensive of all modes of travel.
- Conducts coordination meetings with Palm Tran and SFRTA on key projects and initiatives.
- Presents to area local governments to solicit feedback and ensure collaboration.

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

Please Check: Yes ☒ No ☐ N/A ☐

The TPA adopted a complete overhaul of the Congestion Management Process (CMP) on October 20, 2016. This updated version of the CMP was a push towards the establishment of performance measures based on the Goals and Objectives of the LRTP and provides detailed information on the steps in the process in measuring these outcomes. A report card is produced periodically to track the performance of the CMP.

The most recent update of the measures and targets was published in December 2017 and the next update to the CMP is underway.

The CMP mirrors the Goals and Objectives identified in the LRTP, including: Provide an efficient and reliable vehicular transportation system, Prioritize an efficient and interconnected mass transit system, Prioritize a safe and convenient non-motorized transportation network, Maximize the efficient movement of freight through the region, and Preserve and enhance social and environmental resources.

In future updates, the CMP will reflect the adopted goals, performance measures and targets required by the FAST Act and included in the adopted LRTP to ensure greater focus on performance-based planning.

The original document and latest report card can be viewed at www.PalmBeachTPA.org/CMP

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

Please Check: Yes ☒ No ☐

The TPA adopted an updated version of the Public Participation Plan (PPP) on October 19, 2017. It is user-friendly, visually appealing and up-to-date with the latest regulations. It can be viewed at www.PalmBeachTPA.org/public-participation-plan

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

Please Check: Yes ☒ No ☐

The public review period began September 1, 2017 and ended with adoption of the document on October 19, 2017.

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 TPA adopted a Procurement Policy on December 14, 2017 that utilizes all of the methods in 2 CFR 200.320. It addresses the handling of micro-purchases, small purchases, competitive bidding and non-competitive bidding procurements in compliance with 2 C.F.R. 200. The TPA's adopted Procurement Policy is posted at www.PalmBeachTPA.org/business

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 ☐

Detailed records are maintained as required by the procurement type and defined within the TPA Procurement Policy.

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 ☐

The TPA has an interlocal agreement with the Palm Beach County Board of County Commissioners as a host agency for the provision of facility and operating services and materials. The TPA verifies the applicability of contracts to ensure compliance with federal acquisition guidelines.

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 ☐

The TPA employs a deliverable based task order system wherein the terms, conditions, specifications and deliverables are all identified during the task order generation phase. TPA staff reviews completion of the deliverables for compliance with the terms, conditions and specifications prior to authorization of payment for any work completed.

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?

The TPA ensures that all expenditures submitted for reimbursement are allowable under 2 C.F.R. §200.

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

The TPA invoiced quarterly through September 30, 2017 and then began invoicing monthly. Occasionally, the TPA will invoice less frequently than monthly in order to consolidate staff costs, consultant invoices, and direct expenses into a single quarterly reporting period. However, pursuant to the TPA's agreements with FDOT, invoices are submitted no less frequently than quarterly.

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

No – The TPA is currently hosted by Palm Beach County and participates in an annual audit of that entity.

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

The TPA complies with the Florida single audit process in coordination with Palm Beach County Board of County Commissioners. Furthermore, the host agency provides the accounting system and financial management system to comply with these requirements.

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?

All records are maintained as required by state statute and federal regulation.

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

The TPA submits all required documentation to FDOT with each invoice. Thorough supporting documentation is maintained by the TPA to facilitate auditing and monitoring.

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?

All contracts for services and/or goods include required language for federal grant reimbursement eligibility.

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 FDOT Title VI/Nondiscrimination Policy Statement was signed by the TPA Chair on September 20, 2018.

The TPA's Public Relations Manager, Malissa Booth, serves as the Title VI and ADA Officer.

The TPA's Title VI and ADA Nondiscrimination Policy and Plan, the official complaint form and filing procedure, and the Title VI/Nondiscrimination Policy Statement can be viewed on the TPA website at www.PalmBeachTPA.org/nondiscrimination.

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 ☐

All TPA agreements and contracts include the following wording:

Civil Rights. The following requirements apply to this Agreement:

1. Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 USC §2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC §6102, section 202 of the Americans with Disabilities Act of 1990, as amended, 42 USC §12132, and Federal transit law at 49 USC §5332, as each may be amended from time to time, CONSULTANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, CONSULTANT agrees to comply with all applicable federal implementing regulations and any other implementing requirements FTA may issue.

2. Equal Employment Opportunity:

(a) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 USC §2000e, and Federal transit laws at 49 USC §5332, CONSULTANT agrees to comply with all applicable equal employment opportunity

requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60, *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC §2000e note, as amended by any later Executive Order), and with any other applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the project. CONSULTANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age (including sexual orientation and gender identity).

Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

In addition, CONSULTANT agrees to comply with any implementing requirements FTA may issue.

(b) Age. In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§621-634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 *et seq.*, U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. §5332,, CONSULTANT agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, CONSULTANT agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities. In accordance with the Americans with Disabilities Act, as amended, 42 USC §12101 *et seq.*, Section 504 of the Rehabilitation Act of 1973, as amended, 42 USC 794, the Architectural Barriers Act of 1968, as amended, 42 USC 4151 *et seq.*, and Federal Transit Law at 49 USC 5332, the Consultant agrees that it will not discriminate against individuals on the basis of disability. CONSULTANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29

CFR Part 1630, pertaining to employment of persons with disabilities. In addition, CONSULTANT agrees to comply with any implementing requirements FTA may issue.

3. CONSULTANT also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only to identify the affected parties."

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 TPA's Title VI and ADA Nondiscrimination Policy and Plan includes the complaint procedure and a complaint form in both English and Spanish, and can be viewed on the TPA website at www.PalmBeachTPA.org/nondiscrimination.

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

Please Check: Yes ☒ No ☐

The TPA monitors countywide statistical data for nondiscrimination and equity based on five-year average values in tables S0101, S0601, S1810 that can be obtained from factfinder.census.gov

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 ☐

TPA staff attended the following trainings:

- August 4, 2016: FHWA Title VI and ADA Training Sessions at the Broward MPO
- November 7-8, 2017: Title VI at the Emerald Coast Symposium in Panama City
- May 15-16, 2018: Title VI Training and Roundtable Sessions at MetroPlan Orlando

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 ☐

Yes, although there have been no documented ADA complaints in the past five years.

Part 2 Section 4: Disadvantaged Business Enterprises

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

Please Check: Yes ☒ No ☐

The TPA has adopted the FDOT's DBE Program, including but not limited to FDOT's Methodology for Determining DBE Goals and FDOT's Annual Goal for DBE participation in solicitations and award of contracts. The DBE Utilization policy is posted at www.PalmBeachTPA.org/business

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 TPA tracks DBE participation with each contract and work order to determine compliance with the FDOT DBE goal. Additionally, there is an ongoing effort by FDOT to allow the MPOs to report payments via the EOC system. We also suggest that any expectations regarding DBE participation be formally incorporated into the MPO agreements that will be circulated this spring for execution prior to June 30.

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

Please Check: Yes ☒ No ☐

The following statement is included in contract language:

"The CONSULTANT is encouraged to seek DBEs for participation in subcontracting opportunities.

The TPA has adopted the FDOT's DBE Program, including but not limited to FDOT's Methodology for Determining DBE Goals and FDOT's Annual Goal for DBE participation in solicitations and award of contracts. This DBE Program, as adopted by TPA, is

incorporated into and made a part of this Agreement. The CONSULTANT acknowledges that it has reviewed and is familiar with the terms of the DBE Program. DBE participation towards overall and contract specific goals will be counted as provided in 49 CFR 26.55 and TPA's adopted DBE Program.

The CONSULTANT shall abide by the provisions of the TPA's adopted DBE Program, as it may be amended from time to time, and acknowledges that its failure to comply with said Program is a material breach which may result in the termination of this Agreement or such other sanctions or action deemed appropriate by the TPA under the circumstances, including but not limited to the sanctions identified in paragraph B. above.

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.

1. Engage the Public

- Hosted a regional Safe Streets Summit and mobile workshops in downtown West Palm Beach on February 1-2, 2018 in collaboration with the Broward MPO and Miami-Dade TPO. The event had national speakers on Complete Streets and approximately 400 attendees.
- Produced a new Limited English Proficiency (LEP) Plan, adopted February 15, 2018.
- Produced a new Title VI and ADA Nondiscrimination Policy and Plan, adopted February 15, 2018.
- Conducted a public survey in English and Spanish that was primarily online and supplemented by an outreach team at community events and public venues, May-December 2018.
- Hosted an ADA Transition Plan training workshop for potential sub-recipients of federal funds through the TPA, October 11, 2018.
- Supported a public outreach safety campaign to complement the Phase I Brightline high-speed rail service and the establishment of a corresponding Quiet Zone along the FEC corridor in Palm Beach County.

2. Plan the System

- Completed the 42-mile US-1 Multimodal Corridor Study & Health Impact Assessment and it was approved by the TPA Board, May 17, 2018. The plan creates a unified vision and implementable plans for continuous sidewalks, bicycle lanes and enhanced transit service.
- Created a map for every Palm Beach County public elementary school identifying missing sidewalks and potentially hazardous roadways and intersections within the two-mile boundary of each school per statute.

- Developed transit density maps for Palm Beach County and seven comparable urban areas around the Country that have premium transit service to explore differences and similarities.
 - Collected pedestrian and bicyclist counts as baseline data for upcoming TPA funded multimodal infrastructure projects.
 - Adopted a Target of Zero deaths and serious injuries for roadway users and began developing a Vision Zero Action Plan.
 - Reviewed upcoming Palm Beach County resurfacing projects and identified Complete Streets opportunities. For each project, staff created before and after typical sections with recommended improvements and shared them with Palm Beach County Engineering to consider and encouraged them to apply to the TPA's Local Initiatives and Transportation Alternatives Programs to help fund these improvements.
3. Prioritize Funding
- Created a funding resolution template for the municipalities and the County to support the TPA's priority of Tri-Rail Extension to Northern Palm Beach County.
4. Implement Projects
- Continued to integrate local transportation projects in the TIP with improved detail regarding local funding and project descriptions.
 - Continued to develop the TPA's online interactive GIS map to add Ped/Bike facilities, roadway ownership, municipal boundaries, lane elimination candidates, and more. The map can be viewed at www.PalmBeachTPA.org/map.
5. Collaborate with Partners
- Hosted an ADA Transition Plan Training to educate local municipalities on creating an ADA Transition Plan, recording the workshop and posted it to the TPA website along with the resource materials.
 - Conducted monthly Governing Board meetings at various locations within the County, allowing members and staff to experience different communities and improving access to the public.

- Created maps of all transportation modes serving each TPA Governing Board meeting location to encourage multimodal attendance at meetings.
- Held a workshop with the National Complete Streets Coalition to educate local municipalities and agency partners on the benefits of Complete Streets, how to overcome challenges to implementing Complete Streets projects as well as gain community buy-in, and identify potential Complete Streets improvements to local roadways.
- Chaired the MPOAC Complete Streets Working Group and developed a Complete Streets Best Practices Report through a yearlong effort to survey, collect and identify best practices in eight Complete Streets topic areas across Florida.
- Celebrated Florida Bicycle Month by doing a Proclamation with the TPA Governing Board and with the Palm Beach County Board of County Commissioners as well as organized a Bike to Work Day Ride with elected officials. The TPA created a Florida Bicycle Month resolution template to encourage municipalities to also adopt a Florida Bicycle Month Proclamation and support bicycling in their communities. In total, there were 5 Florida Bicycle Month Proclamations made in Palm Beach County in March 2018. Staff also participated in community bicycle events to help educate bicycle safety and encourage bicycling as a means of transportation.

6. Administer the Agency

- Conducted Transition Steering Committee meetings, approved annual member dues at 10 cents per capita for agency expenditures that are not reimbursable from federal and state grant sources, established four Interlocal Agreements for Administrative Services to support TPA Independence, and executed a lease agreement for office and meeting space at 301 Datura Street to provide a more central and multimodal office location.
- Provided an updated version of the orientation handbook to assist new TPA Governing Board and Committee members in learning the mission and vision of the Palm Beach TPA and their roles and responsibilities.

- Conducted a Strategic Plan Steering Committee meeting and created a more concise version of the Strategic Plan to help easily identified the goals, measures, and objectives for the TPA's upcoming fiscal year.

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.

As part of the TPA's transition from a hosted to an independent agency, we conducted a thorough evaluation of potential office and meeting space to support agency operations. When the FY 19-20 UPWP was adopted, we made the assumption that an office lease would incorporate a buildout allowance for interior tenant improvements that would be repaid over the term of the lease. In June and July of 2018, TPA staff evaluated potential locations, identified a space, and quantified the costs associated with the lease (both up-front build out costs and then ongoing lease rate). However, all potential locations including the selected space mandated that the TPA commit to funding the construction of interior tenant improvements as these costs were incurred in lieu of repayment over the term of the lease.

Beginning in August 2018, TPA staff began working formally with FHWA and FDOT to ensure that the TPA's carry forward balance of Federal Highway planning funds could be accessed in FY 2019 via UPWP amendment to pay these up-front costs and that all costs were eligible for reimbursement. On August 24, 2018, the TPA was directed to prepare and submit a formal written request to FDOT. On September 7, 2018, the TPA submitted a formal request to FDOT D4 including a justification for lease costs and a draft UPWP amendment noting a request to increase FHWA PL funds in FY 19 from \$1.2M to \$2.6M (subsequently reduced to \$2.4M in the final amendment).

On September 18, 2018, the TPA provided a revised UPWP Amendment to FDOT D4 to reflect negotiated lease terms. TPA staff also provided a budget breakdown and funding plan documents showing intent to increase PL funds in FY 19 from \$1.2M to \$2.4M and to use a combination of PL Funds and SU Funds in FY 20.

On October 16, 2018, the TPA received an FDOT Building Lease Response Memo confirming that lease expenses at 301 Datura Street are allowable, necessary, reasonable, and allocable.

On October 17, 2018, FDOT D4 requested an emergency conference call with TPA staff to discuss the proposed UPWP amendment on the October 18, 2018 TPA Board agenda with a focus on PL funds in FY 19. FDOT noted that they may not have budget availability to accommodate the

request but they need to do more investigation. In response, TPA staff noted that the UPWP amendment and subsequent lease execution were scheduled for action by the TPA Board on the following day, that FDOT was provided ample time to raise concerns with the proposed UPWP amendment, and that the TPA needs to know prior to Board meeting if FDOT cannot accommodate the request.

On October 18, 2018, the TPA Board met, adopted a UPWP amendment increasing PL funds in FY 19 from \$1.2M to \$2.4M, and executed a lease agreement at 301 Datura Street committing the TPA to pay for tenant improvements as they are constructed and then reimburse these payments with the increased federal planning funds.

On October 23, 2018, FDOT D4 notified the TPA that “the District or Central Office does not have budget to accommodate this request.”

Because the coordination used throughout this process did not result in the parties involved reaching the same ultimate conclusion, the TPA suggests that FDOT take the following actions:

1. To improve awareness, collaboration and transparency, FDOT should provide a monthly update of the Check PL spreadsheet and FDOT's available planning budget to accommodate UPWP amendments. These documents should be provided to the MPOAC Executive Director by the tenth day of each month for distribution to the MPOs, and should include an itemized list of those actions within the preceding month that have increased or decreased the available budget.
2. FDOT should revise Section 3.12 of its MPO Program Management Handbook to clearly denote that an MPO must submit a draft UPWP amendment to its FDOT liaison and must obtain written certification of funding availability and budget availability from its FDOT liaison before presenting a UPWP amendment to its governing board for approval.
 - a. Funding Availability is to be determined by comparing the funds requested in the amendment with the Available Funds in the current fiscal year, less the net amount of funds in the adopted UPWP, any previous amendments, and any deobligations, as determined from the most recently circulated “Check PL” spreadsheet.

- b. Budget Availability is to be determined by comparing the funds requested in the amendment with FDOT's available planning budget, as determined from the most recently circulated "FDOT Available Planning Budget" report.