



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

January 9, 2025

Alison Moss, AICP
Transportation Planning Manager
Alachua County/Gainesville MTPO
10 SW 2nd Ave
Gainesville, FL 32601

SUBJECT: 2025 Joint Certification Kick-off

Dear Ms. Moss:

Every year the District and the MTPO must undertake a Standard Joint Certification Review. Instructions on how to complete the certification are available in the Department's Metropolitan Planning Organization Program Management Handbook Chapter 7. The primary purpose of a certification review is to ensure the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 are being satisfactorily implemented.

Part 1 of the Joint Certification package is provided as an attachment and is to be completed by the MTPO. Please provide your draft responses to the District by February 6th. Concurrently, Part 2 of the Joint Certification consisting of a financial review will be completed by the District. This will assist us in completing the Risk Assessment process of the certification. Please provide invoices and all back up documentation for contract G2889 invoice #8 and contract G2W78 invoice #1 by January 21st. We will be scheduling a meeting with the MTPO for February 12th immediately following the TAC Board meeting to review and discuss the responses provided.

Finally, the District will issue recommendations and/or corrective actions (if required), and a final certification statement once all has been completed. Please commence with Part 1 of the Joint Certification package and the collection of supporting documentation for the invoices requested above. Please do not hesitate to reach out with any questions.

Thank you,

A handwritten signature in blue ink, appearing to read "Achaia Brown", is written over a blue circular stamp or seal.

Achaia Brown
Jacksonville Urban Office
Achaia.Brown@dot.state.fl.us
904.360.5414

cc: Victoria Kutney
James Knight, P.E.



[Click Here to Choose MPO Name.](#)

Calendar Year of Review Period: January 1, 2024, through December 31, 2024.

[Click to enter the date the review is finalized.](#)

Part 1 is to be completed by the Metropolitan Planning Organization

Contents

Purpose	1
Certification Process	2
Part 1 Section 1: MPO Overview	4
Part 1 Section 2: Finances and Invoicing	6
Part 1 Section 3: Title VI and ADA.....	8
Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises	10
Part 1 Section 5: Noteworthy Practices & Achievements	14
Part 1 Section 6: MPO Comments.....	15

Purpose

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

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

Certification Process

Please read and answer each question 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 Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, 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 1

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

Part 1 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 (ICAR) agreement, and any other applicable agreements? Please list all agreements and dates that need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes No

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes No

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

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

PLEASE EXPLAIN

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPP)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes No

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

Part 1 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?

PLEASE EXPLAIN

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

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

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

PLEASE EXPLAIN

5. How does the MPO ensure records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made?

PLEASE EXPLAIN

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

PLEASE EXPLAIN

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 and applicable State laws?

PLEASE EXPLAIN

8. **Indirect Cost Rates:**

- a. If the MPO uses an indirect cost rate, do they use a federally approved indirect cost rate, state approved indirect cost rate, or the de minimis rate? The de minimis rate recently changed from 10% to 15% of modified total direct costs, which may be used indefinitely by the MPO ([2 C.F.R. 200.414\(f\)](#)). Either de minimis rate is allowable (10% or 15%). Please check one of the indirect cost rate options below:

MPO has a Federally Approved Indirect Cost Rate

MPO has a State Approved Indirect Cost Rate

MPO uses the De Minimis Rate (either the 10% or 15% indirect cost rate)

N/A (The MPO does not use an Indirect Cost Rate)

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

- b. If the MPO has an existing federal or state approved indirect cost rate, did the MPO submit a Cost Allocation Plan?

PLEASE EXPLAIN

- c. If the MPO does not use an indirect cost rate, does it charge all eligible costs as direct costs?

Please Check: Yes No

Part 1 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

PLEASE EXPLAIN

- 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

PLEASE EXPLAIN

- 3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI, and does this procedure comply with FDOT’s procedure?

Please Check: Yes No

PLEASE EXPLAIN

4. 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

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

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

PLEASE EXPLAIN

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes No

PLEASE EXPLAIN

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

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

4. 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

PLEASE EXPLAIN

5. Does the MPO's contracts include all required federal and state language from the FDOT/MPO Agreement?

Please Check: Yes No

PLEASE EXPLAIN

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

PLEASE EXPLAIN

7. Is the MPO tracking all commitments and payments for DBE compliance?

Please Check: Yes No

PLEASE EXPLAIN

8. The MPO must be prepared to use the Grant Application Process (GAP) for DBE compliance with the EOC System. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete.

Please Check: Yes No

PLEASE EXPLAIN

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

Please Check: Yes No

PLEASE EXPLAIN

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) Minority business
- b) Local business
- c) Disadvantaged business
- d) Small business
- e) Location (physical location in proximity to the jurisdiction)
- f) Materials purchasing (physical location or supplier)
- g) Locally adopted wage rates
- h) Other:

13. Do the MPO's contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes **No** **N/A**

14. Do the MPO's contracts specify the race neutral or 'aspirational' goal of 10.54%?

Please Check: Yes **No** **N/A**

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes **No** **N/A**

16. Do the MPO's contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes **No** **N/A**

Part 1 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 MPO's noteworthy practices and achievements below.

PLEASE EXPLAIN

Part 1 Section 6: MPO Comments

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

Insert Comments

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 Gainesville MTPO 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 March 13, 2024.

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

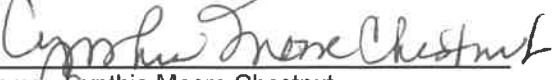
DocuSigned by:


8A93B2A03EC34AA...

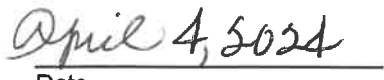
Name: Greg Evans
Title: District Secretary (or designee)

04/25/2024 | 4:23 PM EDT

Date



Name: Cynthia Moore Chestnut
Title: MPO Chairman (or designee)



Date





Gainesville MTPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

Click to enter the date the review is finalized.

Contents

Purpose	1
Certification Process	2
Part 1 Section 1: MPO Overview	4
Part 1 Section 2: Finances and Invoicing	8
Part 1 Section 3: Title VI and ADA.....	11
Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises	14
Part 1 Section 5: Noteworthy Practices & Achievements	18
Part 1 Section 6: MPO Comments.....	19

Purpose

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

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

Certification Process

Please read and answer each question 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 Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, 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 1

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

Part 1 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 (ICAR) agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes No

The Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated 5/26/04 needs to be amended in 2024. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement dated 1/26/07 was updated on 12/13/22. As a result of Transportation Management Area designation [June 6, 2023 Federal Register] and reapportionment changes, the Metropolitan Planning Area Map and voting membership need to be updated. The Metropolitan Transportation Planning Organization administrative staff services agreement with the North Central Florida Regional Planning Council dated 10/27/16 was renewed on 10/28/21. The Metropolitan Transportation Planning Organization staff services interlocal agreement with the City of Gainesville for the Bicycle/Pedestrian Advisory Board dated 5/22/02 was updated on 5/11/22.

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

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area coordinates as needed regarding projects crossing jurisdictions with the Ocala-Marion County Transportation Planning Organization. These metropolitan planning organizations have established a regional executive committee for the purpose of coordinating Transportation Regional Incentive Program grant applications and programming. In addition, the Metropolitan Transportation Planning Organization participates in the Florida Metropolitan Planning Organization Advisory Council and utilizes this organization for statewide coordination with other metropolitan planning organizations within Florida.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning process provides for consideration of the Bipartisan Infrastructure Law 10 Planning Factors as specified in the Unified Planning Work Program Introduction and (Appendix B); List of Priority Projects Chapter 1 and (Appendix A); and Year 2045 Long-Range Transportation Plan Final Report Workshop 1.

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

Please Check: Yes No

The transportation plans and programs of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, including the Transportation Improvement Program, Unified Planning Work Program and Long-Range Transportation Plan, are based on a continuing, comprehensive and cooperative process.

It is continuing, as demonstrated by:

congestion management system process implementation with annual traffic count data and analyses with updated documentation needed;

short-range annual transportation improvement programming with interim revisions as needed;

long-range transportation planning being updated on a five-year cycle with interim revisions as needed; and

public involvement planning being updated subsequent to decennial census with interim reviews and revisions as needed.

It is comprehensive, as demonstrated by consistency with transportation plans such as:

Florida Transportation Plan;

Alachua County Comprehensive Plan Transportation Element;

City of Gainesville Comprehensive Plan Transportation Element;

City of Gainesville Regional Transit System Transit Development Plan;

Gainesville/Alachua County Regional Airport Authority Master Plan; and

University of Florida Campus Master Plan.

It is cooperative for the duration of the planning process, as demonstrated in that for the duration of the planning process, the Metropolitan Transportation Planning Organization decisions are determined with the:

advice of its advisory committees and opportunities for input from freight shippers, public transportation providers and users, adjacent local governments, special interest groups and the general public at-large, for the development and revision of its required planning documents; and

coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and the Metropolitan Planning Organization Advisory Council, as well as Alachua County, the City of Gainesville and the University of Florida.

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

Please Check: Yes No N/A

The Multimodal Level of Service Report was updated for 2019 traffic data on 3/12/21. Traffic count data for 2020 and 2021 has been analyzed and level of service tables have been developed. In addition, analysis of traffic count data for 2022 has been initiated.

In order to monitor Post-Covid-19 Pandemic transit usage, the Metropolitan Transportation Planning Organization has been receiving transit ridership monitoring reports in its meeting packets. The ridership data from the City of Gainesville Regional Transit System included in the meeting packets also accounts for a fare-free ridership program for kindergarten - Grade 12 students, elderly and persons with disabilities.

The Metropolitan Transportation Planning Organization is participating in the development of the City of Gainesville Regional Transit System Route Restoration Plan.

The Mobility Plan Status Report was updated 1/30/20. The Transit Ridership Monitoring Report was updated 7/11/22.

<http://ncfrpc.org/mtpo/publications/LOS/LOS20RPTGT.pdf>

http://ncfrpc.org/mtpo/publications/Transit/2022/Transit_Ridership_Monitoring_Report_2021a.pdf

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reviewed and approved revisions to its Public Involvement Plan on July 11, 2022.

In 2023, the Metropolitan Transportation Planning Organization received notice with 2020 Census that it would be designated as a Transportation Management Area. Official designation was noticed in the June 6, 2023 edition of the Federal Register.

At its October 2, 2023 meeting, the Metropolitan Transportation Planning Organization approved a Membership Apportionment Plan that recommends expansion to an Alachua Countywide metropolitan planning area map and a 15-member voting membership. These expansions will have data and analysis impact to the public involvement process that will be necessary in the forthcoming Public Involvement Plan update.

Subsequent to approval of the Alachua Countywide metropolitan planning area map and voting membership change by the Office of the Governor of Florida, the Public Involvement Plan will be reviewed and updated to include countywide data and characteristics with policies and procedures compliant with Federal and State requirements.

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

Please Check: Yes No

A draft copy of the Public Involvement Plan was made available on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website at least 45 days prior to adoption on July 11, 2022. Draft copies were distributed to Alachua County Library District Downtown, Fred Cone, Millhopper and Tower Road branch libraries within the Gainesville Metropolitan Area at least 45 days prior to adoption on July 11, 2022. Legal advertisements were posted on the gainesville.com and alligator.org websites and placed in The Gainesville Sun, The Gainesville Guardian and The Independent Florida Alligator at least 45 days prior to adoption on July 11, 2022.

Part 1 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?

To ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 Code of Florida Regulations and 49 Code of Federal Regulations, and policies and procedures prescribed by the Florida Department of Transportation and the Division Administrator of the Federal Highway Administration, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area coordinates with the Federal Highway Administration, Florida Department of Transportation and Metropolitan Planning Organization Advisory Council through its Florida Department of Transportation Liaison and participation on the Florida Metropolitan Planning Partnership. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area participates in appropriate training workshops and webinars.

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area submits invoices to the District for review and reimbursement on a quarterly basis.

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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is a stand alone entity subject to an annual single audit in fiscal years when the amount of federal funds received meets or exceeds \$750,000

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

To ensure their financial management system complies with the requirements set forth in 2 Code of Federal Regulations §200.302, the Metropolitan Transportation Planning

Organization for the Gainesville Urbanized Area coordinates with the Florida Department of Transportation and contracts with a certified public accounting firm to conduct an independent financial audit. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area administrative, financial and program staff participate in appropriate training webinars and workshops to assist in complying with the requirements of 2 Code of Federal Regulations §200.302.

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?

To ensure records of costs incurred under the terms of the Metropolitan Planning Organization Agreement are maintained and readily available upon request by Florida Department of Transportation at all times during the period of the Metropolitan Planning Organization Agreement, and for five years after final payment is made, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area maintains these records for five years at its business office located at 2009 NW 67th Place, Gainesville, Florida 32653. In addition, electronic records are maintained offsite in accordance with its Continuity of Operations Plan.

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

Yes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area submitted supporting documentation, when required, to Florida Department of Transportation in detail sufficient for proper monitoring. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area coordinates with the Florida Department of Transportation to ensure sufficient supporting documentation is submitted for proper 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 and applicable State laws?

To comply with, and require its consultants and contractors to comply with, applicable Federal law pertaining to the use of Federal-aid funds, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area coordinates with the Florida Department of Transportation throughout the transportation planning process, including the Certification process, and includes statements and requires assurances and monitors with its contracts with consultants. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area maintains an agreement for administrative staffing with the North Central Florida Regional Planning Council. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has an Audit Review Committee which provides fiscal oversight.

8. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely [\(2 C.F.R. 200.414\(f\)\)](#)?

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

Please Check: Indirect Rate De Minimis Rate N/A

- a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

The Metropolitan Transportation Planning Organization only bills direct expenses.

Part 1 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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has signed a Florida Department of Transportation Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/Americans with Disabilities Act Program [Michael Escalante, Senior Planner], and posted for public view a nondiscrimination policy and complaint filing procedure. The sign-in sheets for Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings include the Non-Discrimination Statement in English and Spanish. In addition, a Non-Discrimination Statement poster is displayed at long-range transportation plan public hearings and workshops.

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area contracts and bids include the appropriate language, as shown in the appendices of the Nondiscrimination Agreement with the State.

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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints that is in compliance with the Florida Department of Transportation procedure. A description of the Metropolitan Transportation Planning Organization non-discrimination complaint process is included in the Public Involvement Plan.

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

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area collects appropriate demographic data to document nondiscrimination and equity in its plans, programs, services and activities. Demographic information is included in the Public Involvement Plan. Demographic information will be updated to 2020 Census data for the Public Involvement Plan and the forthcoming long-range transportation plan update, including socio-economic report and public participation plan.

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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has participated in recent Title VI training, either offered by the State, organized by the Metropolitan Planning Organization, or some other form of training, in the past year. The Metropolitan Transportation Planning Organization participated in several Title VI-related webinars and activities:

1. Federal Highway Administration Webinar: Equity in Roadway Safety Leadership Panel on April 17, 2023;
2. United States Department of Transportation Webinar: Equity in Roadway Safety Webinar Series: Tools to Conduct Equitable Safety Data Analysis on June 14, 2023;
3. Florida Local Technical Assistance Program Center Webinar - Florida Department of Transportation - Americans with Disabilities Act in Design, Construction, and Maintenance on August 31, 2023;
4. United States Department of Transportation Webinar - Equity in Roadway Safety Workshop: Strategies for Meaningful Public Involvement in Roadway Safety Planning on September 20, 2023; and
5. Florida Department of Transportation Webinar - Americans with Disabilities Act in Design, Construction and Maintenance on November 2, 2023;

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area would keep all complaints of Americans with Disabilities Act noncompliance on file for one year and a five-year summary of all complaints. There have been no complaints regarding noncompliance with the Americans with Disabilities Act.

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area uses a qualifications based selection process that is consistent with 2 Code of Federal Regulations 200.320(a-c), Appendix II to Part 200 - Contract Provision and 23 Code of Federal Regulations, and Florida Statutes as applicable. The qualifications do not include any preferences.

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

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area maintains sufficient records to detail the history of procurement, management, and administration of contracts, including rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract, progress reports and invoices.

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

Please Check: Yes No

N/A

4. 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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area maintains oversight of consultants to ensure that work is being performed in accordance with the terms, conditions and specifications of contracts through regularly scheduled monthly progress meetings.

5. Does the MPO's contracts include all required federal and state language from the MPO Agreement?

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area contracts include all required federal and state language from the Metropolitan Planning Organization Joint Participation Agreement with the Florida Department of Transportation.

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area includes its Disadvantaged Business Enterprise Utilization policy statement in its Unified Planning Work Program. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area follows the guidelines outlined in the Florida Department of Transportation Disadvantaged Business Enterprise Program Plan. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will participate in any available Disadvantaged Business Enterprise Utilization policy conducted by the Florida Department of Transportation or Federal Highway Administration.

7. Are the MPOs tracking all commitments and payments for DBE compliance?

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area tracks Disadvantaged Business Enterprise participation through the use of the Bid Opportunity List for Professional Consultant Services and Contractual Services form that is included in Long-Range Transportation Plan Update Request for Qualifications. Disadvantaged Business Enterprise participation as well as Bidder Opportunity List information is collected and tracked by the Florida Department of Transportation via the Economic Opportunity Compliance system.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete (Recordings are available on the FDOT Local Programs [webpage](#)).

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff completed GAP system training on February 8, 2024. Attempts for training in the previous year were hampered by staff turnover at the Central Office and District 2.

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

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area includes its Disadvantaged Business Enterprise Policy Statement in its contract language for consultants and subconsultants. Per Florida Department of Transportation Disadvantaged Business Enterprise Program Plan, the Disadvantaged Business Enterprise policy statement is included in Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area contract language for all Florida Department of Transportation-funded projects.

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) Minority business
- b) Local business
- c) Disadvantaged business
- d) Small business

- e) Location (physical location in proximity to the jurisdiction)
- f) Materials purchasing (physical location or supplier)
- g) Locally adopted wage rates
- h) Other: _____

13. Do the MPO contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes **No** **N/A**

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes **No** **N/A**

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes **No** **N/A**

16. Do the MPO contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes **No** **N/A**

Part 1 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.

A. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area participated in meetings of the Florida Metropolitan Planning Organization Advisory Council Best Practices Committee. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area updated its:

1. Annual Multimodal Level of Service Report for 2021 traffic count data; and
2. Annual Transit Ridership Report for Fiscal Year 2022-23 ridership data. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area periodically monitored monthly transit ridership to assess ridership volume recovery from the impacts of the COVID-19 Pandemic.

B. As part of the post-COVID-19 Public Health Emergency recovery, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area returned to onsite and live cable TV broadcast format of its meetings.

C. As a result of the 2020 Census of Population, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

1. Received official designation as a Transportation Management Area (June 6, 2024 Federal Register); and
- 2..Approved a Membership Apportionment Plan that recommends:
 - a. Expansion of the Metropolitan Planning Area Map - Alachua Countywide; and
 - b. Increase of the voting membership to 15 members
 - i. All five Alachua County Board of County Commissioners;
 - ii. City of Gainesville Mayor and all six of the City Commissioners
 - iii. One Gainesville/Alachua County Regional Airport Authority board member;
 - iv. One School Board of Alachua County member; and
 - v. A Rural Representative [an elected official from a municipality within Alachua County (except Gainesville)].

Part 1 Section 6: MPO Comments

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

The Metropolitan Transportation Planning Organization currently has a Unified Planning Work Program task to update its website. The website is scheduled to be updated by February 29, 2024.

Appendix A: Transportation Plans and Programs - Ten Metropolitan Planning Factors To Be Considered

The following is a listing of the factors to be considered pursuant to the Fixing America's Surface Transportation Act that was enacted December 4, 2015 as Public Law 114-94. As required by the Act, these factors are being addressed in the development of transportation plans and programs.

- FACTOR 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- FACTOR 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- FACTOR 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;
- FACTOR 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;
- FACTOR 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, and improve quality of life;
- FACTOR 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- FACTOR 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- FACTOR 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- FACTOR 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- FACTOR 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

Appendix B: Ten Federal Metropolitan Planning Factors Relationship to Metropolitan Planning Organization Unified Planning Work Program Tasks

The following is a listing of the areas to be considered in the Fixing America's Surface Transportation Act. As required by the Fixing America's Surface Transportation Act, these areas are being addressed in the development of transportation plans and programs.

- FACTOR 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- FACTOR 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- FACTOR 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;
- FACTOR 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and State and local planned growth and economic development patterns and improve quality of life;
- FACTOR 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- FACTOR 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- FACTOR 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- FACTOR 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;
- FACTOR 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- FACTOR 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

Table B-1

**Fixing America's Surface Transportation Metropolitan Planning Factors
Unified Planning Work Program Fiscal Years 2022-23 and 2023-24**

Task	Federal Metropolitan Planning Factor									
	1 Economic Vitality	2 Safety	3 Mobility	4 Environment	5 Connectivity	6 Operational Efficiency	7 System Preservation	8 Security	9 Resiliency & Reliability	10 Travel & Tourism
1.0 Administration	X	X	X	X	X	X	X	X	X	X
2.0 Data Collection	-	-	-	-	-	X	X	X	X	X
3.0 Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
4.0 Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
5.0 Special Projects Planning - Bicycle/Pedestrian Master Plan	X	X	X	X	X	X	X	-	X	X
6.0 Regional Planning	-	-	-	-	-	-	-	-	-	-
7.0 Public Participation	X	-	-	X	X	-	-	-	-	-
8.0 Systems Planning	X	X	X	X	X	X	X	X	X	X



Gainesville MTPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

Click to enter the date the review is finalized.

Contents

Purpose.....	2
Certification Process.....	3
Risk Assessment Process.....	4
Part 2 Section 1: Risk Assessment.....	9
Part 2 Section 2: Long-Range Transportation Plan (LRTP).....	13
Part 2 Section 3: Transportation Improvement Program (TIP).....	14
Part 2 Section 4: Unified Planning Work Program (UPWP).....	15
Part 2 Section 5: Clean Air Act.....	16
Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding.....	17
Part 2 Section 7: MPO Procurement and Contract Review.....	18
Part 2 Section 8: District Questions.....	20
Part 2 Section 9: Recommendations and Corrective Actions.....	21
Part 2 Section 10: Attachments.....	22

FDOT Joint Certification
Part 2 – FDOT District

Purpose

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

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

FDOT Joint Certification
Part 2 – FDOT District

Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

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

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of each year.

Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;*
- (2) The results of previous audits including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
- (3) Whether the subrecipient has new personnel or new or substantially changed systems; and*
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.208.

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.*

*FDOT Joint Certification
Part 2 – FDOT District*

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in §200.425.

*FDOT Joint Certification
Part 2 – FDOT District*

If an MPO receives a Management Decision as a result of the Single Audit, the MPO may be assigned the high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in 2 CFR §200.331 (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The Risk Assessment Scoring Sheet is available [here](#) on the MPO Partner Library. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

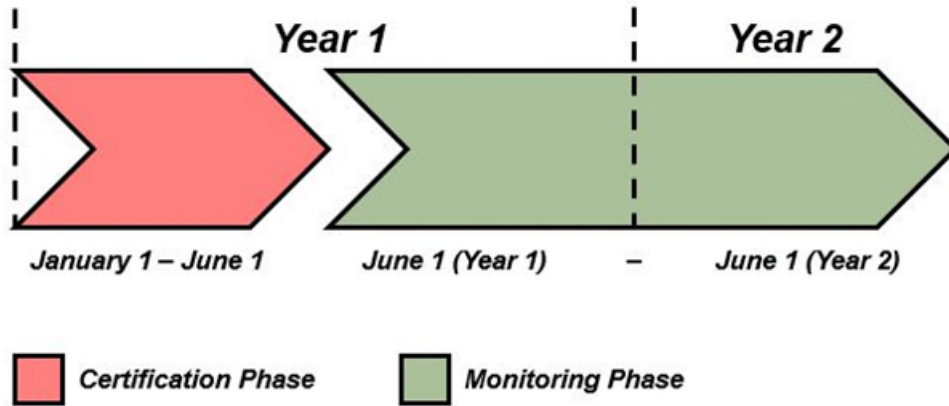
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year's Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



FDOT Joint Certification
Part 2 – FDOT District

Part 2

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

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
3	01/01/2023-03/31/2023	06/29/2023	N
4	04/01/2023-06/30/2023	09/28/2023	N
5	07/01/2023-09/30/2023	12/28/2023	N
6	10/01/2023-12/31/2023	04/18/2024	N
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			4
Total Number of Invoices Submitted			4

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The

MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
Invoice 3	7
Invoice 4	7
Invoice 5	7
Invoice 6	4
MPO Invoice Review Checklist Total	

Total Number of Materially Significant Finding Questions that were Correct	25
---	----

**Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.
- Submitting travel charges that do not comply with the MPO's travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
Invoice 1	25
Invoice 3	25
MPO Supporting Documentation Review Checklist Total	

Total Number of Materially Significant Finding Questions that were Correct	50
---	----

**Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.*

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

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

Please Check: Yes No N/A

Risk Assessment Score

Please use the Risk Assessment worksheet to calculate the MPO's risk score. Use **Table 5** as a guide for the selecting the MPO's risk level.

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 88

Level of Risk: **Low**

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

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

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

2045 LRTP Adopted August 26, 2020. <http://www.ncfrpc.org/mtpo/LRTP.html>

Part 2 Section 3: Transportation Improvement Program (TIP)

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

Please Check: Yes **No**

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

Gainesville TIP FY 2023-24 to 2027-28 Adopted June 5, 2023.

Part 2 Section 4: Unified Planning Work Program (UPWP)

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

Please Check: Yes **No**

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

Gainesville UPWP FY 2022-23 and 2023-24 Adopted July 11, 2022.

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Title(s) of Attachment(s)

N/A

Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding

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

Please Check: Yes **No** **N/A**

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes **No** **N/A**

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes **No** **N/A**

3. Does the contract only permit the use of the approved FDOT race-neutral program?

Please Check: Yes **No** **N/A**

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes **No** **N/A**

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes **No** **N/A**

FDOT Joint Certification
Part 2 – FDOT District

6. Does the contract contain required civil rights clauses, including:
- a. Nondiscrimination in contracting statement (49 CFR 26.13)
 - b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
 - c. FDOT DBE specifications

Please Check: Yes No N/A

Part 2 Section 8: 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(s), and the response in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. Question

PLEASE EXPLAIN

2. Question

PLEASE EXPLAIN

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Part 2 Section 9: 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. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the problem must be corrected by the MPO.

Status of Recommendations and/or Corrective Actions from Prior Certifications

The Gainesville MTPO has modernized and updated their website per the previous Joint Certification recommendations.

Recommendations

PLEASE EXPLAIN

Corrective Actions

PLEASE EXPLAIN

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Please also sign and attached the [MPO Joint Certification Statement](#).

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

MPO Invoice Supporting Documentation Review Checklist_Invoice 1, MPO Invoice Supporting Documentation Review Checklist_Invoice 3
--



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Gainesville MTPO**

Contract: G2889

Date of Review: 01/03/2024

Review #: 1

Invoice No.: 5

Invoice Period: 07/01/23-09/30/23

Reviewed By: Laskey

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

**MPO FHWA Funds
Invoice Review Checklist**

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Gainesville MTPO**

Contract: G2889

Date of Review: 04/03/2024

Review #: 1

Invoice No.: 6

Invoice Period: 10/01/2023-12/31/2023

Reviewed By: Laskey

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Supporting Documentation Review Checklist

The Invoice Review Checklist should be completed for every MPO Invoice. The MPO's Supporting Documentation Review Checklist is to be completed at the frequency required by the MPO's **Risk Assessment** that is a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Materially significant findings factor into the MPOs level of risk, determined by the **Risk Assessment** in the Annual MPO Joint Certification.

* Indicates a Materially Significant Finding

MPO: **Gainesville MTPO**

Contract: G2889	Date of Review: 4/08/2024	Review #: 1
Invoice No.: 1	Invoice Period: 7/01/22 – 9/30/22	Reviewed By: Laskey

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Employee's time sheet selected for review? <i>Mike Escalante</i>		
Does the payroll register fall within the dates match Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Do the hours shown on the payroll register match hours match hours requested?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Does the employee's timesheet match the expenses being requested for reimbursement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are amounts shown on payroll register and task charges accurately recorded on Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are fringe charges equitably distributed to all grants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the timesheet signed by an authorized MPO official?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	---	-----------------------------

Comments and Recommendations on Personnel Services Expenses

Click to enter details

Findings on Personnel Services Expenses

Click to enter details

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the **Invoice Period**? Yes No

Consultant invoice selected for review? [Click to enter consultant and invoice number](#)

*Are charges shown on invoice accurately recorded on **Itemized Expenditure Detail Report**? Yes No

Are the consultant services invoice dates of service within the **Invoice Period**? Yes No

*Are the task services documented in the progress report? Yes No

*Is there documentation to show that invoice was paid? Yes No

Comments and Recommendations on Consultant Services Expenses

[Click to enter details](#)

Findings on Consultant Services Expenses

[Click to enter details](#)

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

Were travel expenses incurred within the **Invoice Period**? Yes No

Employee's travel reimbursement selected for review? [Click to enter staff name and travel date](#)

*Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**? Yes No

Has the MPO established its own travel policy? Yes No

Does the travel reimbursement comply with MPO or State travel policies and regulations? Yes No

Are charges recorded on FDOT Contractor Travel Form (300-000-06)? Yes No

Is travel request signed by an MPO authorized official? Yes No

*Are travel charges supported by documentation as required by travel policy? Yes No

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle? Yes No

Comments and Recommendations on Travel Reimbursement Expenses

[Click to enter details](#)

Findings on Travel Reimbursement Expenses

[Click to enter details](#)

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#1 Direct expense selected for review Administration		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#2 Direct expense selected for review TIP		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior proper approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#3 Direct expense selected for review LRTP		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#4 Direct expense selected for review Public Participation		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#5 Direct expense selected for review Systems		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the MPO direct bill for indirect costs?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
* If yes, does the MPO provide documentation that supports the indirect costs charged?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Direct Expenses

Click to enter details

Findings on Direct Expenses

Click to enter details

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Indirect Rate Charges

Click to enter details

Findings on Indirect Rate Charges

Click to enter details

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was there evidence that a quality control process or procedure is in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

MPO FHWA Funds**Invoice Supporting Documentation Review***continued...*

Please provide the total number of *materially significant findings that were correct in **Table 1**. **Table 1** will be used in the **Risk Assessment** that is part of the annual Joint Certification to evaluate the MPO's risk level.

Table 1. Invoice Supporting Documentation Review Checklist Summary

Description	Yes	Total
*Materially Significant Findings	25	25



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Supporting Documentation Review Checklist

The Invoice Review Checklist should be completed for every MPO Invoice. The MPO's Supporting Documentation Review Checklist is to be completed at the frequency required by the MPO's **Risk Assessment** that is a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Materially significant findings factor into the MPOs level of risk, determined by the **Risk Assessment** in the Annual MPO Joint Certification.

* **Indicates a Materially Significant Finding**

MPO: **Gainesville MTPO**

Contract: G2889	Date of Review: 4/08/2024	Review #: 1
Invoice No.: 3	Invoice Period: 01/01/23 – 03/31/23	Reviewed By: Laskey

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Employee's time sheet selected for review? <i>Scott Koons</i>		
Does the payroll register fall within the dates match Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Do the hours shown on the payroll register match hours match hours requested?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Does the employee's timesheet match the expenses being requested for reimbursement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are amounts shown on payroll register and task charges accurately recorded on Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are fringe charges equitably distributed to all grants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the timesheet signed by an authorized MPO official?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	---	-----------------------------

Comments and Recommendations on Personnel Services Expenses

Click to enter details

Findings on Personnel Services Expenses

Click to enter details

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the **Invoice Period**? Yes No

Consultant invoice selected for review? [Click to enter consultant and invoice number](#)

*Are charges shown on invoice accurately recorded on **Itemized Expenditure Detail Report**? Yes No

Are the consultant services invoice dates of service within the **Invoice Period**? Yes No

*Are the task services documented in the progress report? Yes No

*Is there documentation to show that invoice was paid? Yes No

Comments and Recommendations on Consultant Services Expenses

[Click to enter details](#)

Findings on Consultant Services Expenses

[Click to enter details](#)

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

Were travel expenses incurred within the **Invoice Period**? Yes No

Employee's travel reimbursement selected for review? [Click to enter staff name and travel date](#)

*Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**? Yes No

Has the MPO established its own travel policy? Yes No

Does the travel reimbursement comply with MPO or State travel policies and regulations? Yes No

Are charges recorded on FDOT Contractor Travel Form (300-000-06)? Yes No

Is travel request signed by an MPO authorized official? Yes No

*Are travel charges supported by documentation as required by travel policy? Yes No

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle? Yes No

Comments and Recommendations on Travel Reimbursement Expenses

[Click to enter details](#)

Findings on Travel Reimbursement Expenses

[Click to enter details](#)

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#1 Direct expense selected for review Administration		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#2 Direct expense selected for review TIP		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior proper approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#3 Direct expense selected for review LRTP		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#4 Direct expense selected for review Public Participation		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#5 Direct expense selected for review Systems		
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

MPO FHWA Funds
Invoice Supporting Documentation Review

continued...

Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
*Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the MPO direct bill for indirect costs?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
* If yes, does the MPO provide documentation that supports the indirect costs charged?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Direct Expenses

Click to enter details

Findings on Direct Expenses

Click to enter details

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Indirect Rate Charges

Indirect rate: .5117

Findings on Indirect Rate Charges

Click to enter details

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was there evidence that a quality control process or procedure is in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details

MPO FHWA Funds**Invoice Supporting Documentation Review***continued...*

Please provide the total number of *materially significant findings that were correct in **Table 1**. **Table 1** will be used in the **Risk Assessment** that is part of the annual Joint Certification to evaluate the MPO's risk level.

Table 1. Invoice Supporting Documentation Review Checklist Summary

Description	Yes	Total
*Materially Significant Findings	25	25

**Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet**



The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the District MPO Liaisons for the upcoming year. **Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.**

Table 1. Risk Assessment Score							
Question Category	Question	Example Response	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	4	4	30%	30%
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	25	28	30%	18%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 75 opportunities for materially significant findings, 72 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	50	50	35%	35%
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Number Correct Column: Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.	1	1	5%	5%
Risk Assessment Score							88%