



Metropolitan Transportation Planning Organization
For the Gainesville and Alachua County Area

VII. Action Item E



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 G2890 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", with a long, sweeping underline.

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

cc: Victoria Kutney
James Knight, P.E.



Gainesville MTPO

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

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Purpose

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

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

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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.

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Part 1

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

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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

The Gainesville Urbanized Area became a Transportation Management Area following the 2020 Census. As a result, a revised apportionment plan was approved by the Governor on August 8, 2024. The Intergovernmental Coordination and Review (ICAR) 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 is being updated. The Metropolitan Transportation Planning Organization (MTPO) administrative staff services agreement with the North Central Florida Regional Planning Council dated 10/27/16 was renewed on 10/28/21 but terminated effective December 31, 2024. A new administrative support services is being developed with Alachua County and the MTPO plans to hire an executive director which can hire staff and retain consultant services. The MTPO 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. The interlocal agreement establishing the MTPO will be updated in the Spring of 2025 pursuant to the new apportionment plan.

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

Please Check: Yes No

The MTPO coordinates as needed regarding projects crossing jurisdictions with the Ocala-Marion County Transportation Planning Organization. These MPOs have established a regional executive committee for the purpose of coordinating Transportation Regional Incentive Program grant applications and programming. In addition, the MTPO 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
- The Public Participation Plan is currently being updated subsequent to decennial census and interim reviews and revisions made as needed.

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

- Statewide Transportation plans including the Florida Transportation Plan;
- The Alachua County Comprehensive Plan Transportation Element;
- The City of Gainesville Comprehensive Plan Transportation Element;
- The City of Gainesville Regional Transit System Transit Development Plan;
- The Gainesville/Alachua County Regional Airport Authority Master Plan; and
- The 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:

- Input from its advisory committees and opportunities for input from freight shippers, public transportation providers (including transit, aviation and rail) and users, adjacent local governments, various 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, the eight rural cities within Alachua County and the University of Florida.

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

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.

Since 2021, 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. The MTPO will be reviewing the Congestion Management Process in 2025 to meets federal requirements for a Transportation Management Area and addresses countywide needs.

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reviewed and approved revisions to its Public Involvement Plan on July 11, 2022. The MTPO will update the PPP in Spring of 2025.

7. Was the Public Participation Plan (PPP) made available for public review 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.

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 Participation Plan will be reviewed and updated to include countywide data and characteristics with policies and procedures compliant with Federal and State requirements.

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?

Please Check: Yes No

Yes, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has been a standalone 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 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?

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.

Pursuant to the termination of the staff support services agreement with the NCFRPC, the RPC-MTPO is transferring financial documents to Alachua County. Proper procedures will be implemented to 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.

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. 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?

No.

- 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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has signed a Florida Department of Transportation Title VI/Nondiscrimination Assurance. Through December 31, 2024, Michael Escalante was identified as the person responsible for the Title VI/Americans with Disabilities Act program, and a nondiscrimination policy and complaint filing procedure posted for public view. 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. Jacqueline Chung with Alachua County will serve as a person responsible for the Title VI/Americans with Disabilities Act compliance.

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 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 follows 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. As of December 31, a blank copy of the Title VI Complaint/Comment form could be downloaded from the Metropolitan Transportation Planning Organization website at http://ncfrpc.org/mtpo/publications/Title_VI/TVI_Complaint_Form.pdf. This will be update in the Spring of 2025.

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

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.

5. Does the MPO collect demographic data to document nondiscrimination 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 Long Range Transportation Plan which will be updated by August 2025 and Public Participation Plan which will be updated in Spring of 2025.

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 be kept 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.

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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

Through December 31, 2024, the MTPO procured services through the NCFRPC. Currently no agreement is in place for procurement of goods and services, but they will be procured through Alachua County through a staff support services agreement which is under development.

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 has maintained 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. Effective January 1, 2025, no consultant services are currently under contract directly through the MTPO, but the MTPO will ensure that consultants and contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders.

5. Do the MPO’s contracts include all required federal and state language from the FDOT/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. This practice will be continued under the new organizational support structure.

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. This practice will be continued under the new organizational support structure.

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

Please Check: Yes No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has tracked Disadvantaged Business Enterprise participation using 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. This practice will be continued under the new organizational support structure.

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff completed GAP system training on February 8, 2024.

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'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.

The MTPO for the Gainesville Urbanized area became a Transportation Management Area pursuant to the 2020 Census revised apportionment plan was approved by the Governor on August 8, 2024. In recognition of the growth of the Gainesville urbanized area and need to greater modal coordination, the MTPO Board has initiated a process in coordination with FDOT District 2, to transition towards an "independent leaning" organization with its own Executive Director and staff with support services provided by Alachua County. As part of the transition, the MTPO will be updated and refreshing critical planning documents.

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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

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Gainesville MTPO

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

2/12/2025

Part 2 is to be completed by the FDOT District

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process described in [23 C.F.R. §450.336](#). The joint certification begins in January, which 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 the MPO's noteworthy achievements and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to the Central Office, Office of Policy Planning (OPP), by June 1.

Certification Process

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 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 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 District's satisfaction, the District shall report the resolution to the MPO Board.

The final Certification Package should include Part 1, Part 2, Risk Assessment Scoring Sheet, and any required attachments and be transmitted to the Central Office no later than June 1 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 of federal funds 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 subrecipient's activities as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:*

- (1) *Reviewing financial and performance reports required by the pass-through entity.*
 - (2) *Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies about 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 the risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be helpful 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](#).*

If an MPO receives a Management Decision due to the Single Audit, it may be assigned a 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 District MPO Liaisons review the MPO’s supporting documentation for their invoices for the upcoming year. The [Risk Assessment Scoring Sheet](#) is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score. 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

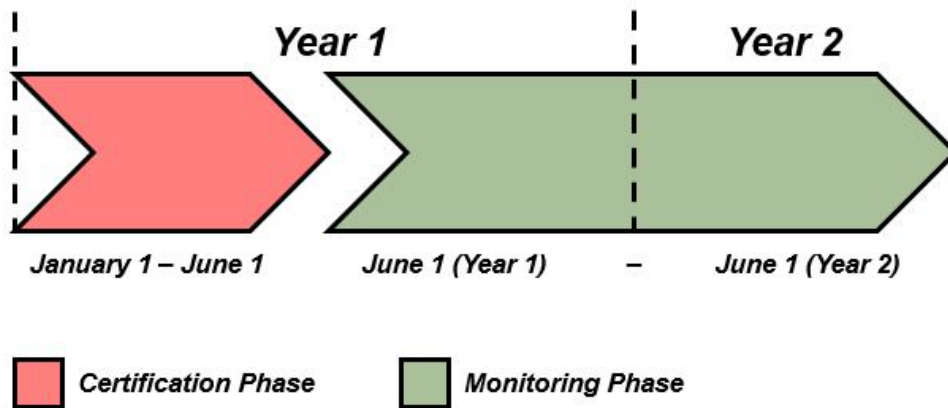
The Risk Assessment part of this joint certification has two main components, the Certification phase and the Monitoring phase, and involves regular reviewing, checking, and surveillance.

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 these 5 months, a Risk Assessment assesses the previous calendar year (January 1 through December 31).
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for 12 months

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 17 months in total. On January 1 of each year, the new Certification phase begins, which overlaps with the previous year's Monitoring phase. **Figure 1** shows the timeline of the Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

The District MPO Liaison must complete part 2 of the Joint Certification.

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)
1	07/01/2024-09/30/2024	08/30/2024	N
8	04/01/2024-06/30/2024	12/20/2024	N
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			2
Total Number of Invoices Submitted			2

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed during the certification period
in

Table 3 and attach the checklists to this risk assessment. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Invoice Review Checklist. “Yes” indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. 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.
- Not using a federally approved indirect cost rate.
- Not providing an overhead cost rate when claiming overhead costs.

Corrections not considered materially significant do not warrant elevation of MPO risk. Examples of corrections 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 “Yes” Responses on * Questions
Invoice 1	7
Invoice 8	7
MPO Invoice Review Checklist Total	
Total Number of “Yes” Responses on * Questions	14

**Note: There are 7 * questions per MPO Invoice Review Checklist for MPOs that do not have Indirect Costs. There are 12 * questions per MPO Invoice Review Checklist for MPOs with Indirect Costs.*

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. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Supporting Documentation Review Checklist. This indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting an invoice with charges not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Not using a federally approved indirect rate
- 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 “Yes” Responses on * Questions
Invoice 1	25
Invoice 8	25
MPO Supporting Documentation Review Checklist Total	
Total Number of “Yes” Responses on * Questions	50

**Note: There are 23 * questions per MPO Supporting Documentation Review Checklist for MPOs that do not have Indirect Costs. There are 25 * questions per MPO Supporting Documentation Review Checklist for MPOs with Indirect Costs.*

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 Scoring Sheet](#) to calculate the MPO's risk score. Use **Table 5** as a guide for selecting the MPO's risk level. As previously mentioned, the Risk Assessment Scoring Sheet is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score, which determines the MPO's level of risk. A screenshot of this spreadsheet is provided in **Figure 2**. The values input into the spreadsheet must match those in this Risk Assessment.


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 Score: 100

Level of Risk: Choose an item.

Figure 2: Image of the Risk Assessment Scoring Sheet

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.	1		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.	1		30%	
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.	1		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%	0%
Risk Assessment Score							0%

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

Did the MPO adopt a new LRTP in the year this certification addresses?

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 the Central Office and the District are in the [Grant Application Process \(GAP\) System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

2045 LRTP Adopted August 26, 2020. Uploaded in GAP 01/8/2025.

Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP for the year this certification is addressed?

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 the Central Office and the District are in the [GAP System](#) or attach them to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

Gainesville TIP FY 2024-25 to 2029-29 Adopted June 3, 2024. Uploaded in 07/10/2024.

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

Did the MPO adopt a new UPWP in the year this certification addresses?

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 the Central Office and the District are in the [GAP System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

Gainesville UPWP FY 2024-2025 and 2025-26 Adopted May 13, 2024. Uploaded in Gap May 28, 2024.

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174 \(Planning Procedures\)](#) and [176 \(c\) and \(d\) \(Limitations on Certain Federal Assistance\)](#) of the Clean Air Act as codified in [42 USC 7504](#) and [42 USC 7506](#) can be found [here](#).

The Clean Air Act requirements affecting transportation only apply to areas designated for nonattainment and maintenance of the National Ambient Air Quality Standards (NAAQS). Florida is currently in attainment for all NAAQS. No certification questions are required at this time. If the Environmental Protection Agency issues a revised NAAQS, this section may need 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 is no, the MPO is not penalized. FDOT uses this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2024, 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 using the approved FDOT race-neutral program?

Please Check: Yes No N/A

4. Does the contract specify the race-neutral or 'aspirational' goal of 10.54%?

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

6. Does the contract contain required civil rights clauses, including:
 - a. Nondiscrimination in a 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 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(s) in the blanks below. This section is optional and may cover any area the District would like more information on.

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 problem 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 MPO must correct the problem.

Status of Recommendations and Corrective Actions from Prior Certifications

PLEASE EXPLAIN

Recommendations for this Certification

PLEASE EXPLAIN

Corrective Actions for this Certification

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 [GAP System](#). Please also sign and attach the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

Click or tap here to enter text.