

FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION STATEMENT**

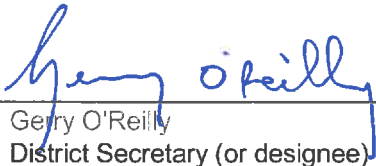
525-010-05c  
POLICY PLANNING  
02/18

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 Broward MPO with respect to the requirements of:

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

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

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



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

5-7-2019  
Date



Name: Richard Blattner  
Title: MPO Chairman (or designee)

04/04/2019  
Date



**Broward MPO**

**Joint Certification – CY 2018**

**February 27, 2019**

**(REVISED APRIL 1, 2019)**

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## **Purpose**

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

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

## Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

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

Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.

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

If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Please include any required attachments, such as the [MPO Joint Certification Statements and Assurances](#) document that must accompany the completed Certification report as an appendix to the Final Joint Certification Package.

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

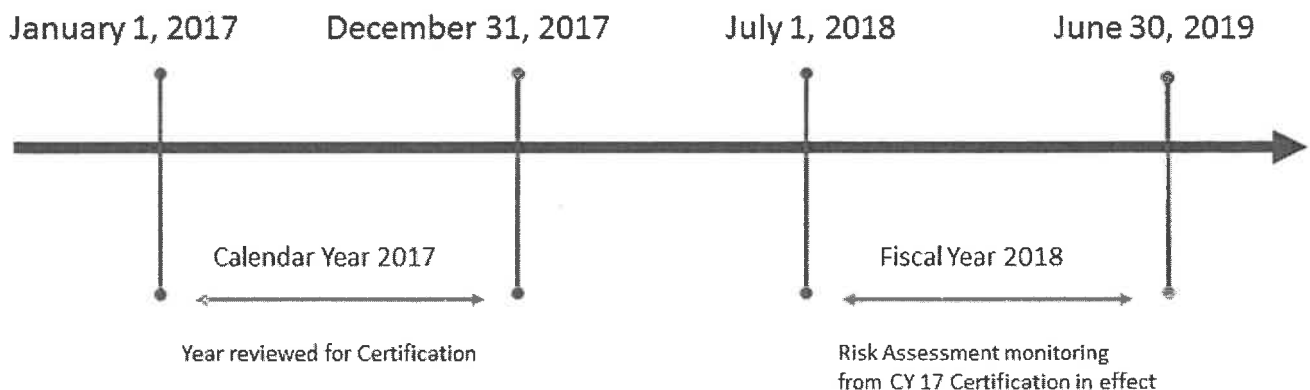
The final Certification Package shall include Part 1, Part 2, and any required attachments, and be transmitted to Central Office no later than June 30 of each year.

## Risk Assessment Process

Part 1 Section 1: Risk Assessment satisfies the Risk Assessment requirements described in 2 CFR §200.331. These questions are quantified using a point scale to assign a level of risk for each MPO, which will be updated annually as a result of the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

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

### *Risk Assessment: Certification Year vs. Monitoring*



## **Part 1**

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

## Part 1 Section 1: Risk Assessment

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

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Date forwarded to FDOT for payment</u>	<u>Was invoice submitted more than 90 days after the end of the Invoice Period? (Yes/No)</u>	<u>+1 for each invoice over 90 days</u>
G0B30 - 17	10/1/2017 to 10/31/2017	1/12/2018	No	+0
G0B30 - 18	11/1/2017 to 11/30/2017	2/20/2018	No	+0
G0B30 - 19	12/1/2017 to 12/31/2017	2/27/2018	No	+0
G0B30 - 20	1/1/2018 to 1/31/2018	3/20/2018	No	+0
G0B30 - 21	2/1/2018 to 2/28/2018	4/5/2018	No	+0
G0B30 - 22	3/1/2018 to 3/31/2018	6/13/2018	No	+0
G0B30 - 23	4/1/2018 to 4/30/2018	6/14/2018	No	+0
G0B30 - 24	5/1/2018 to 5/30/2018	6/14/2018	No	+0
G0B30 - 25	6/1/2018 to 6/30/2018	9/10/2018	No	+0
G0B30 - 26	7/21/2017 to 6/30/2018	10/3/2018	No	+0
G0Y80 - 1	7/1/2018 to 7/31/2018	10/12/2018	No	+0
G0Y80 - 2	8/1/2018 to 8/31/2018	10/12/2018	No	+0
G0Y80 - 3	9/1/2018 to 9/30/2018	10/26/2018	No	+0



**MPO Invoice Review Checklist <sup>(1)</sup>:** List any invoices that were returned to the MPO for corrections or unallowable, unreasonable, or unnecessary expenses.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>+0.5 for each returned invoice</u>
G0B30 - 17	10/1/2017 to 10/31/2017	-
G0B30 - 18	11/1/2017 to 11/30/2017	-
G0B30 - 19	12/1/2017 to 12/31/2017	-
G0B30 - 20	1/1/2018 to 1/31/2018	-
G0B30 - 21	2/1/2018 to 2/28/2018	-
G0B30 - 22	3/1/2018 to 3/31/2018	-
G0B30 - 23	4/1/2018 to 4/30/2018	-
G0B30 - 24	5/1/2018 to 5/30/2018	-
G0B30 - 25	6/1/2018 to 6/30/2018	-
G0B30 - 26	7/21/2017 to 6/30/2018	-
G0Y80 - 1	7/1/2018 to 7/31/2018	-
G0Y80 - 2	8/1/2018 to 8/31/2018	-
G0Y80 - 3	9/1/2018 to 9/30/2018	- (2)

Footnotes:

- (1) *FDOT District 4 Notes: The summary above considers only those Invoices returned for items that were materially significant (e.g. "unallowable, unreasonable, or unnecessary expenses"). Any "corrections" other than those considered materially significant were not considered as they do not warrant elevation of MPO Risk.*
- (2) *See following MPO Invoice Review section for discussion applicable to this invoice.*

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

<u>Invoice #</u>	<u>Question</u>	<u>+0.5 for each “No”<sup>(1)</sup></u>
G0Y80 - 3	<ul style="list-style-type: none"> <li>Required correction to ensure invoice would not exceed 1<sup>st</sup> PL authorization of \$480,091.00</li> </ul>	-

Footnotes:

(1) FDOT District 4 Note: No points added for questions/comments resulting in “No” answer, already counted in the previous “Returned Invoices” section.

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

	<u>Review #</u>	<u>+1 for each finding</u>
<b><u>Personnel Service (MPO Salary &amp; Fringe)</u></b>		
<ul style="list-style-type: none"> <li>Documentation of electronic timesheet authorizations provided.</li> </ul>	1 <sup>st</sup>	0
<b><u>Consultant Services</u></b>		
<ul style="list-style-type: none"> <li>Reviewed – No comments</li> </ul>	1 <sup>st</sup>	0
<b><u>Travel Reimbursement</u></b>		
<ul style="list-style-type: none"> <li>Mileage rate matches Federal rate. Alternate rate is supported by MPO resolution (see attached supporting documentation)</li> </ul>	1 <sup>st</sup>	0
<b><u>Indirect Rate (if applicable)</u></b>		
<ul style="list-style-type: none"> <li>N/A</li> </ul>	1 <sup>st</sup>	0
<b><u>Direct Expenses</u></b>		
<ul style="list-style-type: none"> <li>Reviewed – No comments</li> </ul>	1 <sup>st</sup>	0
<b><u>General Findings</u></b>		
<ul style="list-style-type: none"> <li>Invoice audit found no substantive issues.</li> </ul>	1 <sup>st</sup>	0

*FDOT District 4 Notes:*

1) “Cost incurred” date was considered to be the date of MPO’s invoice payment.

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

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

Risk Assessment Point Total:

**0 points**

Level of Risk:

**Low**

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

## Part 1 Section 2: Long-Range Transportation Plan (LRTP)

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

**Please Check:** Yes  No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

### **FDOT District 4 notes (February 13, 2019):**

No LRTP (MTP) was adopted in the certification year. However, preparation for Broward MPO's planned upcoming Metropolitan Transportation Plan ("Commitment 2045") update commenced during CY 2018. As of December 31, 2018 FDOT and Broward MPO had engaged in preliminary review and comment sessions relative to local and regional LRTP development, though no document had proceeded to the formal draft stage as of that date.

## Part 1 Section 3: Transportation Improvement Program (TIP)

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

**Please Check:** Yes  No

If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

### FDOT District 4 notes (February 13, 2019):

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

## TIP Review Checklist

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

### TIP Review Checklist

MPO Name and Year: **Broward MPO FY 2019-2023**

#### Introduction

- Cover Page – *Front page*
- Table of Contents – *Pages 1 & 2*
- Legal Endorsement – “Developed following State/Federal Requirements”; include date of official MPO/TPO approval of the TIP – *Page i*
- List of definitions, abbreviations, funding and phase codes, and acronyms – *Pages 9 to 17*

#### Narrative

- Statement of Purpose – prioritized listing of five-year transportation projects; consistent with LRTP; contains all projects funded by Title 23 and Title 49 funds – *Page 3*
- Discussion of the TIP’s Financial Plan
  - TIP is financially constrained - *Page 4*
  - Financial Plan for project implementation – *Pages 4*
  - Statement that TIP is developed by MPO in cooperation with the State and Public Transit Operator, who will provide estimates of funds to develop a financial plan – *Pages 3 & 4*
  - Describe project selection process – *Pages 4 & 5*
  - Describe consistency with LRTP and other plans – *Pages 5, 18 - 19, 45 – 46, 51*

- Identify criteria and process for project prioritization – Pages 4 & 5
- FDOT Annual Listing of Obligated Projects – Page 5
  - *Only a link to the Federally obligated projects is provided in the FY 2019 TIP, a listing of the actual obligated projects is not included in the document. How would the listing of obligated projects be available to a stakeholder that only has access to a hard copy of the TIP?*
- Public Involvement – Pages 6, 32 - 35
- Completion date of FDOT-MPO Certification – Page 6
- Date of last Federal MPO Certification (if applicable) – Page 6
- Discussion of Congestion Management Process - Pages 3, 6 & 7
- Discussion of Transportation Disadvantaged – Page 7
- Discussion of how the TIP, once implemented, will make progress toward achieving the performance targets for: (23 CFR 450.326(c))
  - Safety Performance Measures – Pages 40 – 43, 45 - 47
  - System Performance Measures – N/A [note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - Bridge Performance Measures N/A [note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - Pavement Performance Measures – N/A [note: this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - State Asset Management Plan
    - *Not Included in TIP document – Include a discussion of how the MPO will make progress toward achieving the performance targets of the State Asset Management Plan. Additionally, since targets are currently not included in the*

*State Asset Management Plan, please incorporate the plans by reference in the TIP.*

- State Freight Plan
  - *Not Included in TIP document – Include a discussion of how the MPO will make progress toward achieving the performance targets of the State Freight Plan. Additionally, since targets are currently not included in the State Freight Plan, please incorporate the plans by reference in the TIP.*
  
- A description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan (LRTP), linking investment priorities to those performance targets for: (23 CFR 450.326(d))
  - Safety Performance Measures – *Pages 40 – 43, 45 - 47*
  - System Performance Measures – N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - Bridge Performance Measures – N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - Pavement Performance Measures – N/A [**note:** this item does not apply to the FY 19 to FY 23 TIP, but will apply beginning with the FY 20 to FY 24 TIP]
  - State Asset Management Plan
    - *Not included in TIP document - Include a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan (LRTP), linking investment priorities to those performance target identified in the State Asset Management Plan.*
  - State Freight Plan
    - *Not included in TIP document - Include a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan (LRTP), linking investment priorities to those performance target identified in the State Freight Plan.*



## Project Listing

For each project or phase:

- Descriptive material to identify the project or phase (type of work, termini, and length)
- Financial Project Number (FPN)
- FDOT's Work Program fund code
- Estimated total project cost
- Year of anticipated funding
- Summary tables showing the financial constraint of the program – *Pages 55 to 66*
- Page number or identification number where the project can be found in the LRTP
  - *Please ensure that the Long-Range Transportation Plan page number identified is correct for each Transportation Improvement Program (TIP) Project.*
- Category of Federal funds and source(s) of non-Federal funds
- FTA section number for FTA funded projects

## Comments

- Please remember to circulate the Final Adopted FY 2019 – 2023 TIP to the listing of local, State, and Federal agencies indicated in Table 5.2 on pages 5-22 through 5-24 of the [FDOT MPO Program Management Handbook](#).
- Additionally, please be reminded that the effective date of the FY 2019 – 2023 TIP is October 1, 2018.
- FDOT Project Managers indicated the following project updates to the FY 2019 – 2023 TIP. These updates took place between April 10, 2018 and now. Please reflect the following project updates in the FY 2019 – 2023 Final TIP:

FM# 440097-1						
ACTION:	FUND	PHASE	2019	2020	2021	2022
MODIFY	DPTO	CAP				5,795,199
MODIFY	LF	CAP				5,795,199
FM# 440132-1						
ACTION:	FUND	PHASE	2019	2020	2021	2022
ADD	FAA	CAP		18,000,000		
FM# NEW						
ACTION	FUND	PHASE	2019	2020	2021	2022
ADD	DPTO	CAP	140,800	659,200		
ADD	LF	CAP	35,200	164,800		

Date Completed: July 10, 2018

Reviewer Signature: Yanique Kelly



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

MIKE DEW  
SECRETARY

July 31, 2018

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

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

Dear Mr. Gramovot:

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

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

Sincerely,

Christine Fasiska  
Transportation Planning Manager - District Four

YK/file

cc: Mark Reichert

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

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

**Please Check:** Yes  No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

### FDOT District 4 notes (February 13, 2019):

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



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

MIKE DEW  
SECRETARY

May 30, 2018

Mr. James Christian, Division Administrator  
Federal Highway Administration  
545 John Knox Road, Suite 200  
Tallahassee, Florida 32303

Attention: Stacie Blizzard

**RE: Final Transmittal of the Broward Metropolitan Planning Organization Fiscal Year 2018/2019 and FY 2019/2020 Unified Planning Work Program**

**Dear Mr. Christian:**

Enclosed please find the final copy of FY 2018/19 – FY 2019/2020 Unified Planning Work Program (UPWP) for the Broward Metropolitan Planning Organization (MPO). The final UPWP document reflects changes that were incorporated in response to comments provided by FHWA, FTA, Central Office and District Four. The Final UPWP was adopted by the Broward MPO Board on May 10, 2018.

District Four has concluded its review of the MPO's final draft of the UPWP and recommend approval of the Broward MPO's FY 2018/19 – FY 2019/20 UPWP. The District appreciates FHWA's continued cooperation and support in this process. If you have any questions or need additional information, please contact Yanique Kelly at (954) 777-4561.

Sincerely,

A handwritten signature in black ink that reads "Yanique Kelly". The signature is written in a cursive, flowing style.

Yanique Kelly  
MPO Liaison

YK/file

Enclosure

cc: Gregory Stuart, Broward MPO  
Mike Ronskavitz, Broward MPO  
Keith Melton, Federal Transit Administration  
Paris Orr, Federal Transit Administration  
Richelle Gosman, Federal Transit Administration  
Steve Holmes, Florida Commission for Transportation Disadvantaged  
Matthew Preston, Florida Department of Economic Opportunity  
Alex Gramovot, Office of Policy Planning  
Mark Reichert, Office of Policy Planning



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

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

June 18, 2018

Sent Via Email Only

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

Dear Mr. Patel:

The following is in response to Florida Department of Transportation's (FDOT's) May 30, 2018 transmittal of the Final Fiscal Year (FY) 2018/19 - 2019/20 Unified Planning Work Program (UPWP) for our review that was developed and adopted by the Broward Metropolitan Planning Organization (MPO) in coordination with the FDOT, the local transit service provider, and other area planning process participants.

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

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

- Task 1.1 UPWP and Organization Administration – Special Projects
- Task 1.5 Strategic Business Plan
- Task 2.1 Highway, Transit and Safety Data
- Task 3.3 Congestion Management Process/Livability Planning
- Task 3.5 Freight Goods and Management/Intermodal Planning

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

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

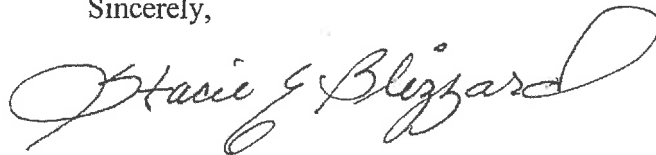
As delegated in the January 2011 Memorandum of Agreement between the FHWA, Florida Division and the Federal Transit Administration (FTA), Region IV for Administration of Transportation Planning and Programming, the FHWA approves the MPO's FY 2018/19 - 2019/20 UPWP submitted by your office.

**The FY 2018/19 – 2019/20 UPWP reflects \$2,371,858 of Metropolitan Planning funds (PL), \$3,163,148 of Surface Transportation Program Urbanized Area/Surface Transportation Block Grant Program (STP SU/STBG) funds for 2018/19, \$1,854,299 of PL funds, and \$4,105,851 of STP SU/STBG funds for 2019/20.** The funds for FY 2018/19 are available upon an approved authorization. Expenditure invoicing and progress reports should be submitted quarterly, with copies to the FHWA. Expenditures incurred without prior authorization will not be reimbursed.

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

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

Sincerely,



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

cc: Mr. Greg Stuart, Broward MPO  
Ms. Yanique Kelly, FDOT District 4  
Ms. Karen Brunelle, FHWA  
Ms. Stacie Blizzard, FHWA  
Ms. Richelle Gosman, FTA Region 4  
Ms. Carrie Thompson, FDOT (MS-21)  
Mr. Mark Reichert, FDOT (MS-28)  
Mr. Alex Gramovot, FDOT (MS-28)  
Mr. Carl Mikyska, MPOAC

## Part 1 Section 5: Clean Air Act

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

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



## Part 1 Section 6: District Questions – BROWARD MPO

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question, and the response in the blanks below. This section is optional, and may cover any topic area of which the District would like more information.

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

The Broward MPO employ's a multi-level approach to quality assurance. The MPO submits invoices monthly to the district. Although the current invoice process established by FDOT is manual and labor intensive, the MPO makes every effort to ensure accuracy in reporting, and regularly reviews and improves internal processes where advantageous. With the MPO's implementation of its automated Enterprise Resource Planning (ERP) financial management system in 2017, the accumulation of data has become more efficient. However, some data from this system still needs to be manually entered onto an Excel spreadsheet by grant, by service type and by task. The spreadsheet automatically accumulates amounts over time. For quality assurance, we have two staff persons assigned to the invoicing process, one entering and one reviewing. We are also in the process of training additional personnel. Further, we have processes in place in which there are multiple reviewers/approvers of specific invoices for consulting services and any other MPO procurements, including supplies. With regards to progress reporting, all MPO staff, to some degree, participate in the creation of the monthly progress report based on assigned tasks. MPO management staff will review their team's progress reporting. Once completed, two staff persons will review the entire progress report before forwarding to finance to attach to the respective invoice to forward to FDOT for final reimbursement.

2. During CY 2018, a situation arose that caused a need for UPWP revision(s) to occur. During the UPWP Revision process, simultaneous submittal of an invoice occurred that was dependent upon approval of the UPWP revision that was in-progress, resulting in an invoice rejection being sent to the MPO. How does the MPO plan to stagger future invoice submittals so that they can be approved subsequent to UPWP approval? Is there a contingency plan in case the UPWP approval does not occur as planned?

We presume the question is referencing Amendment 1, which consisted of FTA 5307 projects added to the UPWP that increased the overall budget. The invoice submitted was Invoice 5 for FHWA project expenditures. The expenditures in Invoice 5 did not rely on the approval of the funds indicated in Amendment 1. The confusion occurred when the invoice indicated "1" on the amendment line indicating an amendment occurred. Our

understanding is that when we issue the revisions (modifications or amendments), they must be indicated (cumulative) on the next invoice submitted for reimbursement.

As an agency that relies totally on grant reimbursement, we must be extremely vigilant when it comes to cash flow. Up to this point, we understood that reviews/approvals by the district occur after previous revisions are reviewed/approved. Hence, the reason why the invoice was submitted after the amendment. Our rationale is that we submit our invoices as soon as they are available to reduce any time delays for payment. Prior experience with this process did not generate an FDOT rejection of an invoice. However, with FDOT funding issues that have occurred this fiscal year, the MPO constantly monitors its expenditures and funding to make adjustments to the UPWP where needed. Similar expenditures are budgeted across the FHWA and FTA grants to aid in potential reimbursement issues and to provide for contingencies.

Unfortunately, over the past year or two, we've seen an increased need to amend or modify our UPWP. Some of this need was due to changes/delays in FDOT authorizations or to inconsistencies between Central Office and District Office policies and/or procedures. While this has created additional work for the MPO, we are committed to working with our FDOT partners to work through both our respective processes and/or procedures and jointly solve any outstanding issues. We are particularly interested in working with FDOT on a way to "stagger future invoice submittal" given the complexities of a UPWP and the uncertainties of funding authorizations. We look forward to educating FDOT on the MPO's budget process and hearing from FDOT about their challenges.

## Part 1 Section 7: Recommendations and Corrective Actions

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

### Status of Recommendations and/or Corrective Actions from Prior Certifications

N/A – No corrective actions from prior year.

### Recommendations

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

1. The outcome of the January 24, 2019 meeting between FDOT Staff and Broward MPO affirmed that no material defects or items of major concern were found during the review of documents submitted and/or adopted during CY 2018 certification period.
2. FDOT District 4 findings stated prior to the January 24, 2019 Joint MPO/State Certification meeting regarding invoice activity during the certification year have been fully and satisfactorily resolved.
  - a. Resolution included an outline of the Quality Assurance (QA) process enacted by Broward MPO to reduce the number of minor/insubstantial corrections needed.
3. It is FDOT District 4 recommendation that Broward MPO risk level remains in the "Low" category.
4. Florida statutes §339.175(5) state that an M.P.O. shall be the forum for cooperative decision making by officials of the affected governmental entities in the development of the plans and programs.

### Corrective Actions

N/A - No corrective actions are recommended.



**Broward MPO**

**Joint Certification – CY 2018**

**February 27, 2019**

Part 2 - MPO

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## **Purpose**

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

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

## Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT’s MPO Joint Certification Statements and Assurances document must accompany the completed Certification report. Please use the electronic form fields to fill out the Statements and Assurances document. Once all the appropriate parties sign the Statements and Assurances, scan it and email it with this completed Certification Document to your District MPO Liaison.

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

## **Part 2**

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



## Part 2 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes  No

Yes, the Broward MPO has the agreements listed in this question and they are provided as follows: (1) Interlocal Agreement for the Creation of Metropolitan Planning Organization: execution date - July 1977–March 2000; 1st amendment - February 2001; 2nd amendment – December 2002; new Interlocal Agreement – November 2003; amendment to add City of West Park – June 2005; amendment to increase the MPO Board membership from nineteen (19) to twenty-five (25) members – February 2016. This agreement will be amended as needed. (2) Interlocal Agreement Between the Broward MPO and the City of Fort Lauderdale for Administrative Services: execution date - October 8, 2015; amended December 14, 2017. This agreement is in effect until 2022. (3) Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (TP # 525-010-03) between the Florida Department of Transportation, the Broward MPO, the Broward County Board of County Commissioners, the South Florida Regional Planning Council (SFRPC) and the South Florida Regional Transportation Authority (SFRTA): execution date – November 20, 2007. The Broward MPO is currently working with our FDOT partners to update this agreement and add performance measure requirements. (4) Tri-county Interlocal Agreement for the Creation of the Southeast Florida Transportation Council (SEFTC) for Regional Transportation Planning and Coordination in South Florida: execution date – January 2006; amendment – September 2009; amendment - July 2011. This agreement will be amended as needed. (5) Metropolitan Planning Organization Agreement (G0Y80): effective July 1, 2018 through June 30, 2020. This agreement is for the allocation of FHWA/PL and STP/STPG/SU funds and a new agreement will be adopted in 2020 prior to the first new fiscal year of the 2020/21 – 2021/22 UPWP. (6) Public Transportation Joint Participation Agreement (G0363): execution date – October 1, 2015; effective until September 30, 2020. This Agreement is for the allocation of Section 5305d funds. (7) Public Transportation Grant Agreement (?????), execution date – pending FDOT signatures; effective until December 31, 2020 unless extension is requested by the MPO. (8) Florida Commission for the Transportation Disadvantaged Planning Agreement: executed annually on July 1 and effective until June 30. This agreement is renewed annually.

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

Please Check: Yes  No

The Southeast Florida Transportation Council (SEFTC) was created by the three MPOs (Broward, Palm Beach, and Miami-Dade) to specifically address and coordinate regional transportation issues on behalf of the residents of this large and complex region. SEFTC facilitates transportation planning by engaging the public and fostering strong partnerships between the three MPOs with other agencies, local governments, and communities. One of SEFTC's most important responsibilities is developing and implementing its Regional Transportation Plan (RTP) in coordination with other regional

and local plans, while moving toward an agreed-upon vision for transportation in South Florida. This plan is updated every five years to adapt to population and other changes in or affecting the region. The responsibility for administering the RTP rotates between the three MPOs that make up SEFTC. For this cycle, the Broward MPO is leading and manages the RTP. The Broward MPO closely coordinates the 2045 RTP with our partners across various fields with an emphasis on being supportive of the individual LRTPs for each county. The 2045 RTP will efficiently leverage resources at all levels to create a plan that benefits the overall region, and supports the development of local LRTPs by minimizing duplicative efforts at the county and regional levels.

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

Please Check: Yes  No

Yes, the Broward MPO planning process considers the following 10 Planning Factors: (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; (2) Increase the safety of the transportation system for motorized and nonmotorized users; (3) Increase the security of the transportation system for motorized and nonmotorized users; (4) Increase accessibility and mobility of people and freight; (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; (7) Promote efficient system management and operation; (8) Emphasize the preservation of the existing transportation system; (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and (10) Enhance travel and tourism. These 10 Planning Factors are addressed by several tasks within the UPWP as follows: Task # 1.1 UPWP and Organization Administration addresses all 10 Planning Factors; 1.2 MPO Board and Committee Coordination addresses all 10 Planning Factors; 1.3 Transp. Disadv. Coordinating Board and Program Administration addresses Planning Factors 1 – 5 and 7; 1.4 Public Participation and Education addresses Planning Factors 2 and 4 – 7; 1.5 Strategic Business Planning addresses all 10 Planning Factors; 2.1 Highway, Transit and Safety Data addresses Planning Factors 1, 2, 4 and 6 – 10; 2.2 Land Use and Trafficways Impact Analysis addresses Planning Factors 1, 2, 4 and 7 – 10; 3.1 Long Range Transportation Planning addresses all 10 Planning Factors; 3.2 Regional Transportation Planning addresses all 10 Planning Factors; 3.3 Congestion Management/Livability Planning addresses all 10 Planning Factors; 3.4 Transportation Improvement Program addresses all 10 Planning Factors; 3.5 Freight and Goods Management / Intermodal Planning addresses Planning Factors 1 – 4 and 6 – 7; 3.6 Transit Planning and Development addresses Planning Factors 1 – 8 and 10; 3.7 Complete Streets and Transportation Related Enhancements addresses Planning Factors 1 – 6 and 10.

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

Please Check: Yes  No

The Broward MPO pursues a strong working relationship with its transportation partners, following the three C's of transportation planning. The organization cooperates with FHWA and FDOT to guide its comprehensive approach to transportation planning, communicating on a continuing basis the expectations for the organization at the federal and state level. At the local level, the Broward MPO seeks to engage its member governments in several ways. Agenda items that go to the MPO Board are previously on the agenda for the Technical Advisory Committee (TAC) and Citizens' Advisory Committee (CAC) to give the opportunity for technical staff and community representatives to provide feedback to the elected officials before they take formal actions. With the development of the MPO's UPWP, in addition to presentations to the TAC and CAC members for input, MPO staff implemented a formal "call for projects" process and work directly with key partners to ensure their federally funding planning efforts are represented in the UPWP as required. In addition, in 2018, over a series of months, MPO staff organized meetings with elected officials and staff from nearly all its member governments to identify local needs for the update to the LRTP/Metropolitan Transportation Plan (MTP). These meetings established the process for identifying projects for the MTP needs assessment, or for other MPO programs such as the Complete Streets and other Localized Initiatives Program (CSLIP). Finally, on an ongoing basis through meetings, conference calls, e-mails, etc., MPO staff coordinates with local and regional partners on a daily basis to ensure the timely delivery of complete streets and other transportation improvements projects.

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

Please Check: Yes  No  N/A

The congestion management process (CMP) maps were last updated July 2018. The CMP is a key component of the transportation planning process. The Broward MPO is adjusting its approach to the CMP during the development of the 2045 Metropolitan Transportation Plan (MTP). The MTP is utilizing the congestion data to identify the needs that that will become the foundation for the Financially Constrained Plan. The Transit Element of the MTP will also be a factor in determining the corridors that the MPO will focus on during the coming years. In recent years, the emphasis on congestion management has been placed on the process and how the process results in strategies/projects which can be reflected in the LTRP and TIP. The Broward MPO combined congestion management and livability planning, which resulted in the completion of several congestion/livability planning studies along the most congested corridors identified through the CMP. The completed studies include the Hollywood/Pines Corridor Project, the University Drive Congestion Mitigation/Livability Planning and Transit Improvement Study, and the State Road (SR) 7 Multimodal Improvements Corridor Study. The main intent of these studies was to develop and implement strategies other than road widening to improve safety and mobility through other modes of transportation (i.e., transit, bicycle and pedestrian use, etc.) and to reduce single occupancy vehicle (SOV) travel. The MPO is advancing the implementation of the project recommendations from the completed corridor studies. FDOT and the MPO are prioritizing projects along the various corridors to make use of limited funding and fulfill the direction from the MPO Board. The 2018 Tentative Work Program, which is the basis for the next TIP, includes high priority project recommendations identified in the Hollywood/Pines Boulevard and University Drive Congestion Mitigation/Livability Planning and Transit Improvement studies located in various municipalities along these corridors. In addition, funding for the design phase for several improvements along SR 7 has been programmed. The Broward MPO monitored systemwide performance through Geographic Information Systems (GIS) analysis and maps.

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

Please Check: Yes  No

The MPO's Public Participation Plan (PPP) was fully updated and adopted by the Board in February 2015. Administrative updates were made in June 2016 to ensure links were corrected because of the launch of our new Web site in late April 2016. The next PPP will be fully reviewed and updated and presented to the Board for approval in February 2019. Any feedback or comments received will be addressed. The MPO's PPP provides guidelines for achieving optimum public participation. Public participation begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize and mitigate impacts while providing the best solutions.

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

Please Check: Yes  No

To ensure all interested persons residing in Broward had the opportunity to review and comment on the MPO's PPP, a public comment period of more than 45 days was provided prior to the MPO Board's anticipated approval of the PPP at their February 14, 2019 meeting. The draft PPP was posted on the Broward MPO Web site and advertised in three local newspapers: South Florida Times, Sun Sentinel and El Sentinel.

8. Does the MPO utilize one of the methods of procurement identified in 2 C.F.R. 200.320 (a-f)?

Please Check: Yes  No

The Broward MPO utilizes and adheres to methods of procurement identified in 2 C.F.R. 200.320. Depending on the amount of the procurement, the MPO chooses the best option of the following methods: Method (a): micro-purchases are used for procurement of supplies or services. This purchasing method is validated by purchase orders or purchase cards. Even though the requirements for micro-purchases are more relaxed when compared to other purchase types, the MPO understands the importance and keeps the records of these purchases well documented. Method (b): small purchases are relatively simple procurements used for securing office supplies, services or other materials. A small purchase may include competitive quotations from qualified sources (typically 3 quotes). Unlike with micro-purchases, small purchases require that a price or cost analysis is used to determine the award and to ensure that the proposed price is fair and reasonable. Method (c): procurement by sealed bids (formal advertisement) is a competitive bidding process that utilizes a written solicitation in order to request and receive sealed bids. Bids are evaluated against terms and conditions. Method (d): procurement by competitive proposals is a process of requesting and receiving two or more proposals. This method utilizes written competitive sealed proposals and various combinations, version of services may be proposed by a responsive vendor to meet the terms and conditions of the solicitation document. Method (f) procurement by noncompetitive proposal is a process exempt from competitive bid and proposal requirements. This method may be used only in an emergency or when the services provided by a single vendor are not available from any other vendor. In 2018, only procurement methods (a), (b), and (f) were utilized.

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

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes  No

The history and records are maintained in an electronic procurement and contract folder. These records include, but are not limited to, official contract agreements, advertisement notices, written proposals and oral presentation handouts, public meeting notes of the selection process, written questions and addenda posted to Web site, cone of silence documents and e-mail correspondence.

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

Please Check: Yes  No

The Broward MPO has several intergovernmental or inter-agency agreements with Broward County and various municipalities/agencies. Examples of some of the agreements in place are as follows: the Broward County Subrecipient Fare Interoperability agreement, the City of Hollywood Subrecipient agreement for Hollywood Boulevard/State Road 7 Mobility Hub, the City of Fort Lauderdale Downtown Mobility Hub agreement and interlocal agreement (ILA) for Administrative and Transportation Planning Services, and the Florida International University (FIU) Five Year Maintenance of the Transportation Outreach Planner agreement. Other subrecipient agreements with local municipalities are currently under review by the MPO and affected local government.

11. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes  No

Each month consultants and contractors are expected to submit standardized invoices for the services provided. This invoice lists the tasks related to the respective contract's scope of work and the amount invoiced to each task for the billing period along with a summary of progress and deliverables from the consultant or contractor. Supporting documentation is also included to justify direct or other expenses. This invoice and summary is then used by the Broward MPO project manager to compare with the actual work performed and delivered per the terms, conditions and specifications of their contracts. Once the Broward MPO project manager is satisfied that all requirements have been met, they will approve the invoice to recommend payment. This invoice is then reviewed by appropriate division directors and financial staff to ensure other related requirements are being met. The outlined process above has recently transitioned to an electronic process. When the MPO receives the invoices they are entered into the MPO's Financial Management System – BS&A Software. The system allows for electronic tracking of the invoice from receipt to check disbursement. As noted above, the approval process is multilevel, and includes review and approval of the Project Manager, Deputy Director, Finance, Procurement, and Executive Director.

## Part 2 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

The MPO has implemented processes and procedures to ensure compliance with the proper management of federal funds. Based on the various laws and regulations, costs are eligible when they are in accordance with the approved UPWP, incurred subsequent to the authorization date of FHWA, and are attributable to the project. To aid in compliance, the agency has integrated an Enterprise Resource Planning (ERP) financial management system to track all expenditures by Grant, and allows for a multistep approval process prior to payment disbursement. Additionally, the FDOT Program Management Handbook is reference material used extensively during the biennial UPWP development and approval process, and for proper invoicing. To date, we have not had issues identified by the Division Administrator of FHWA.

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

The Broward MPO currently submits invoices on a monthly basis.

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

The Broward MPO is a standalone entity, a direct recipient of federal funds and is subject to an annual single audit. The last annual audit did not identify any findings and was approved by the MPO Board on December 6, 2018.

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

The Broward MPO financial management systems are in compliance with the requirements set forth in 2 C.F.R. Part 200.302. The ERP system is GAAP compliant. Thus, system accounts are properly identified detailing federal award revenues and expenditures, which allows information gathering and reporting for financial statement results, budgeted to actual expenditures and year-end audit reporting. The systems are designed to ensure that expenditures comply with federal and state requirements in accordance with cost principles. They also ensure that expenditures are properly accounted for to the level of detail necessary to determine the grants charged, and that

those charges are in accordance with the grant terms and conditions. The systems include the handling of financial records, accounting systems and financial reporting, internal controls, record retention and other written procedures.

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

The aforementioned ERP collects all costs in separate account records in the system. That information can be accessed at any time. Additionally, records of costs detailing all expenditures are created at the time of submission of monthly reimbursement documents to FDOT. These documents are maintained electronically and are accessible at any time, as evidenced by the recent FDOT request and MPO submittal for this request in advance of the due date.

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

Yes. The detailed supporting documentation contains all source or backup data for the expenditures submitted for reimbursement. This documentation has been sufficient for audit purposes – no findings identified in the most recent audit approved by the MPO Board on December 6, 2018.

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?

The MPO complies with applicable Federal law pertaining to the use of Federal-aid funds as described in question one of this section. The MPO requires its consultants and contractors to comply with the same law through the inclusion of the necessary federal compliance language in all MPO solicitation packages. It is a requirement that this language be agreed to by any proposer prior to final selection. The following language is included in contracts: 2-12 FEDERAL TRANSIT ADMINISTRATION REQUIRED PROVISIONS This Project may be funded with assistance from the Federal Transit Administration (“FTA”). If so, the BMPO will follow, and require the Successful Proposer(s) to comply with, all applicable 3rd party procurement policies in accordance with FTA Circular C4220.1f (Third Party Contracting Guidance). Proposers are hereby advised that the applicable FTA required contractual provisions set forth in Exhibit “C-1” to the Sample Contract shall be set forth in any Contract resulting from this RFP. By submitting a Proposal, Proposers acknowledge and agree



that the Successful Proposer(s) shall be required to comply with the provisions in Exhibit "C-1" of the Sample Contract if awarded the Contract. 2-13 FEDERAL HIGHWAY ADMINISTRATION REQUIRED PROVISIONS This Project may be funded with assistance from the Federal Highway Administration ("FHWA"). If so, the BMPO will follow, and require the Successful Proposer(s) to comply with, all applicable 3rd party procurement policies in accordance with the Regulations of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time. Proposers are hereby advised that the applicable FHWA required contractual provisions set forth in Exhibit "C-2" to the Sample Contract shall be set forth in any Contract resulting from this RFP. By submitting a Proposal, Proposers acknowledge and agree that the Successful Proposer(s) shall be required to comply with the provisions in Exhibit "C-2" of the Sample Contract if awarded the Contract. These Federal law requirements are also incorporated into the official standard written agreement – Section 1 Scope of Services: 1.1 The CONTRACTOR must meet the requirements and perform the services identified in the Request for Qualifications for the BMPO's RFQ No. , dated \_\_\_\_\_, ("RFQ"), referenced hereto and made a part hereof, as Exhibit "A", and the CONTRACTOR'S Offer, attached hereto and made a part hereof, as Exhibit "B"; and 1.2 The Federal Transit Administration ("FTA") Required Contractual Provisions (attached hereto as Exhibit "C-1"), and the Federal Highway Administration ("FHWA") Required Contractual Provisions (attached hereto as Exhibit "C-2), collectively hereafter referred to as the "Federal Contractual Provisions" are attached hereto and made a part hereof, collectively as Exhibit "C". Prior to beginning the performance of any services under this Agreement, the CONTRACTOR will be provided with a Notice to Proceed from the BMPO. This Notice to Proceed will specify the applicable Federal Contractual Provisions which will apply to this Agreement and the services to be provided accordingly. 1.3 The parties agree that the Services and the Federal Contractual Provisions, as specified in Exhibits "A", "B" and "C", (hereinafter collectively referred to as the "Scope of Services" or "Services") contain the description of Contractor's obligations and responsibilities and are deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable. 1.4 CONTRACTOR agrees and acknowledges that CONTRACTOR is prohibited from exempting provisions of the Scope of Services and this Agreement in any of CONTRACTOR's Services pursuant to this Agreement.

## Part 2 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

**Please Check:** Yes  No

Yes, this Assurance/Agreement is annually updated. The Title VI Coordinator assigned is Christopher Ryan. The Assurance and complaint filing procedure is posted to our Web site for public view.

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 MPO solicitation packages and contracts have the appropriate language as shown in the appendices of the Nondiscrimination Agreement. Further, the MPO requests and receives a signed, notarized document of the nondiscrimination affidavit from all consultants and contractors.

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 MPO has a procedure in place, which complies with the Department's procedure, and is laid out in the MPO's Title VI Discrimination Complaint Procedures in English and Spanish in the "Important Links" call-out box on the MPO Web site at <http://browardmpo.org/index.php/title-vi-dbe>.

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

Please Check: Yes  No

The MPO developed and uses a demographic profile for the years 2010 and 2040 for its Long Range Transportation Plan (LRTP) (<http://online.fliphtml5.com/zvhs/ohuy/#p=1>). The 2010 profile is primarily based on US Census data and the 2040 profile is based on estimates developed by the Bureau of Economic and Business Research (BEBR) at the University of Florida. These demographic profiles are used to inform our travel demand forecasts for the year 2040 and are one of the tools to assess the need for transportation investments throughout our planning area. More recently, the Broward MPO has introduced an online map application which visualizes the above demographic information and makes this data accessible to both the public and technical staff. The Interactive Transportation Analysis Zones (TAZ) Viewer can be found at: <http://taz.dtsagile.com/broward/>. In addition, the Transportation Outreach Planner is also used to develop demographic profiles of the metropolitan planning area. The Outreach Planner can be found at: [www.mpotransportationoutreachplanner.org](http://www.mpotransportationoutreachplanner.org). This tool assists the MPO, transportation planners and public involvement/information officers in the creation of effective public involvement programs and to accomplish Title VI goals by identifying the demographics of a community, selecting appropriate public outreach strategies based on that information, and learning about the area's history and any challenges they may face. In order to enhance our equity analyses, the MPO is developing a process to more consistently and comprehensively evaluate its plans and programs in conjunction with federal Environmental Justice (EJ) and Title VI regulations. The Broward MPO's 2045 Metropolitan Transportation Plan (MTP) update will be the first of the MPO's plans and programs to utilize this tool as part of the needs assessment and cost feasible plan evaluation. For more information, refer to our Transportation Planning Equity Assessment page on our Web site at <http://browardmpo.org/index.php/title-vi-transportation-planning-equity-assessment>. Please also refer to the Noteworthy Practices & Achievements section of this document for more details.

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

In March 2018 a number of staff participated in USDOT's Civil Rights Virtual Symposium, specifically the Public Involvement and Equity and Inclusion sessions. MPO staff also attended a Civil Rights Roundtable held in Orlando in May 2018 that was conducted by FHWA.

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 MPO keeps a summary Excel spreadsheet of Title VI/ADA complaints filed. There have been no complaints filed since October 2013.

## Part 2 Section 4: Disadvantaged Business Enterprises

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

**Please Check:** Yes  No

The MPO follows the guidelines outlined in the FDOT DBE Program for any projects or initiatives using FHWA funds. As a direct recipient of FTA funds, the MPO updated its DBE Program in 2017 and has submitted it to the FTA. The DBE Plan can be found on the MPO Web site at <http://browardmpo.org/index.php/title-vi-dbe>. The Web site clearly states the MPO utilizes two DBE Goals: one for FHWA funded projects and one for projects that utilize FTA funding.

2. Does the MPO use the Equal Opportunity Compliance (EOC) system or other FDOT process to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly entering DBE commitments and payments?"

**Please Check:** Yes  No

The MPO tracked participation by receipt of completed forms requested during the solicitation process and participation data is updated in our Bidders Opportunity List. This information was monitored by MPO staff, provided on our Web site and forwarded to FDOT. The MPO provided a copy of DBE payments directly to FDOT who we believe in turn reports the DBE payments through the EOC system. The MPO cannot report payments through the EOC system directly because the MPO does not have access to the EOC system.

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

**Please Check:** Yes  No

The MPO contracts have the following DBE policy language in contracts: Disadvantaged Business Enterprise (DBE) Program. The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of FTA-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deem appropriate. The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from The BMPO. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the BMPO. This clause applies to both DBE and non-DBE subcontracts. The

following language is also included in contracts: D. Disadvantaged Business Enterprise. To the extent authorized by Federal law, the Contractor agrees to facilitate participation by Disadvantaged Business Enterprises (DBEs) in the Project and assures that each subcontractor, lessee, third party contractor, or other participant at any tier of the Project will facilitate participation by DBEs in the Project to the extent applicable as follows: (1) The Contractor agrees and assures that it shall comply with section 1101(b) of SAFETEA-LU, 23 U.S.C. § 101 note, and U.S. DOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 C.F.R. Part 26. (2) The Contractor agrees and assures that it shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of any subagreement, lease, third party contract, or other arrangement supported with Federal assistance derived from U.S. DOT in the administration of its DBE program and shall comply with the requirements of 49 C.F.R. Part 26. The Contractor agrees to take all necessary and reasonable steps as set forth in 49 C.F.R. Part 26 to ensure nondiscrimination in the award and administration of all subagreements, leases, third party contracts, and other arrangements supported with Federal assistance derived from U.S. DOT. As required by 49 C.F.R. Part 26, the Contractor's DBE program approved by U.S. DOT, if any, is incorporated by reference and made part of the Grant Agreement or Cooperative Agreement for the Project. The Contractor agrees that it has a legal obligation to implement its approved DBE program, and that its failure to carry out that DBE program shall be treated as a violation of the Grant Agreement or Cooperative Agreement for the Project and the Master Agreement. Upon notification by U.S. DOT to the Contractor of the Contractor's failure to implement its approved DBE program, U.S. DOT may impose the sanctions as set forth in 49 C.F.R. Part 26 and may, in appropriate cases, refer the matter to the appropriate Federal authorities for enforcement under 18 U.S.C. § 1001, or the Program Fraud Civil Remedies Act, 31 U.S.C. §§ 3801 et seq., or both.

## Part 2 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

Over the past year, the Broward MPO has advanced many noteworthy practices from past years and continually improves upon them to maximize benefits to communities. Other noteworthy practices have been added this year. The following highlights the many Broward MPO premier events and noteworthy practices, some of which are recognized nationally.

### Public Outreach and Engagement Initiatives

Engaging Broward's communities is the cornerstone of all MPO efforts. It is more than just holding public meetings (most of which are not well attended) for projects. For the Broward MPO, it is utilizing a multitude of different tools and outreach methods to receive feedback from residents and businesses, to teach about the MPO and its projects and programs, and to truly engage our communities at many levels. The following describes the Broward MPO's comprehensive approach to public outreach and engagement.

### Speak Up Broward

Speak Up Broward is the Broward MPO's grassroots community engagement initiative that continues to educate the public about the importance of transportation in the community. Speak Up Broward helps engage residents to become more involved in the planning process. This initiative also solicits feedback that helps the Broward MPO continue to provide Broward residents with a safe, convenient, and efficient multimodal transportation system. This multi-faceted initiative is nationally recognized and seeks to bring the message of the MPO beyond the walls of the office and to places where people prefer to go (i.e., farmers markets, street fairs and online). In the future, Speak Up Broward will continue to include and inform Broward residents about transportation decision-making and provide opportunities to get them involved. This past year, some Speak Up Broward activities included: -Education on Core Products: The MPO used the Speak Up Broward platform to promote a better understanding of Broward MPO Core Products, including the Long Range Transportation Plan (LRTP)/Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP). The MPO designed infographics that explain, in "plain speak," the importance of each Core Product and how it fits into the overall transportation planning process. -Outreach Map: MPO staff produced a map twice during the year that shows all of the Organization's outreach activities in Broward. The results were then used to determine where additional outreach activities are needed. -Social Media: The MPO's approach to social media has gained national recognition, and MPO staff presented at national conferences on effective and innovative social media engagement. To educate the public on transportation planning/funding and increase interest in MPO activities, social media posts focus on highlighting items such as MPO news (updates on Core Products, events and projects), news from partners and implementing agencies, transportation-related video shares and articles on innovative transportation developments. As of January 3, 2019, we have 7,024 followers on Facebook, 1,990 followers on Twitter, 986 followers on Instagram, and 222 followers on LinkedIn. Twitter and Instagram have seen extensive growth in followers over the past year.

### TRAC & RIDES Education Program

The Broward MPO continues to work with our partners at FHWA and FDOT to bring various training programs for educators to Florida. One hands-on program that the MPO has worked on and will continue in order to provide educational outreach is TRAC

(Transportation and Civil Engineering) & RIDES (Roadways Into Developing Elementary Students), created by the American Association of State Highway Transportation Officials (AASHTO). TRAC & RIDES Vision: To deliver educational outreach programs that connects students to the world of transportation while enhancing math, science, and technology skills. TRAC & RIDES Mission: To introduce students in grades K-12 to the working world of transportation, especially civil engineering, and inspire them to consider careers in those fields. The TRAC program is designed for integration into science, technology, engineering, and math (STEM) courses for middle school and high school students. Following successes in the past, the MPO continues to partner with the Broward County School Board to move these important education initiatives forward. The Broward MPO will host a two-day TRAC training for Broward's physics teachers in June of this year. Attendance increases for TRAC & RIDES training each year and the MPO looks forward to the continued growth this program in Southeast Florida. As a direct result of the annual TRAC training hosted by the Broward MPO, Broward County has entered over 80 teams in AASHTO's National Bridge Building competition. For the first time in 2018, a Florida school qualified for the National Championship. The team placed third in the nation. The 2018-19 school year has seen a large increase in the number of teams entering to compete in the bridge building competition.

#### Think Like a Planner

The MPO continues its commitment to mentor future generations and raise awareness about the importance of transportation. As part of its commitment to outreach and education, the Broward MPO hosted several "Think Like a Planner" workshops with students from local high schools to teach planning principles and have students learn more about careers in transportation, engineering, and related fields. At the workshops, students come to the Broward MPO office and walk the area nearby, which encompasses the Cypress Creek Mobility Hub. Students brainstorm ways to make the area safer and more accessible for all modes of transportation, especially those who walk, bike, and take transit. After coming up with ideas, the students present their findings to a panel made up of Broward MPO Board Members and local transportation professionals. These innovative and dynamic sessions expose the Broward MPO's mission to a new group of community members. More workshops are planned with students throughout Broward County in the coming months. In 2018, the Broward MPO held three Think Like a Planner workshops and plans to continue holding three each year. The Greater Fort Lauderdale Alliance awarded the Broward MPO the 2018 "Excellence in Education Partnerships" award for the Think Like a Planner program.

#### Walk to School Day

The Broward MPO and Broward County Public Schools work together on National Walk to School Day, building on past successful events. MPO staff enlists MPO Board Members to participate and coordinates with the School Board to arrange events at schools countywide. This past year, 19 Board Members and nine MPO staff members visited schools to join the events in their communities and increased MPO visibility throughout Broward. In addition, a U.S. Congresswoman attended one of these Broward Walk to School events this past year. Next year (2019), the MPO will continue to strengthen this partnership and aim to involve more MPO Board Members at schools within their respective constituencies.

#### Coordination with Partners

The Broward MPO works with transportation partners in the region to advance education and outreach goals, and to reach a broader and diverse audience in the process. Working with transportation organizations such as Broward County Transit (BCT), FDOT, South Florida Commuter Services and the South Florida Regional Transportation Authority (SFRTA)/Tri-Rail has allowed the MPO to combine resources and strengthen partnerships when doing outreach to those who live, work and play in Broward. Designated representatives of these and other organizations communicated with one



another to coordinate outreach events. Partners also met bi-monthly to promote transit and multimodal alternatives in South Florida. The partnering approach has proved successful for the Broward MPO. For example, when one partner coordinates an event, the remaining partners are invited to have a booth on-site. A sample of events that have benefitted or will benefit from this type of partnership include: the 2018 Let's Go Walking! event, the 2018 Let's Go Biking! event, the 2019 Safe Streets Summit, and many more.

#### 2019 Board Engagement Forum

As part of the Broward MPO's ongoing efforts to inform the public and MPO Board on current initiatives and projects, the MPO planned over the course of several months a Board Engagement Forum to be held on January 10, 2019. The Forum was attended by 24 Board members and included 10 in-depth sessions related to the Metropolitan Transportation Plan (MTP) update, the Strategic Business Plan update, current "hot topics" in regional transportation, and a demonstration of FDOT/Broward County's Traffic Management Center. Board members also participated in a robust discussion on MTP funding and participated in an interactive poll to help inform staff on funding priorities as part of the MTP update.

#### Funding & Grants Opportunities Outreach

In an effort to increase revenue for transportation improvements, the MPO continues to identify funding opportunities through active research and analysis of a wide range of grants from federal, state, and private foundation resources. MPO staff distributes these opportunities to our interested partners in a monthly e-newsletter/e-blast. Subscribers are primarily local, with some coming from outside the region and state. The MPO also provides support to these partners by conducting research for niche funding opportunities as well as hosting grantsmanship trainings to help increase the capacity of grant applicants and the number of successful submittals. This year, MPO staff conducted a survey of the recipients of the monthly e-blast to document how people use the information, to identify ways to improve future grant applications, and to compile examples of successful awards.

#### mySidewalk

The Broward MPO recently acquired the mySidewalk software platform. This software provides the MPO the ability to more efficiently track, analyze, map and share the many data sets that it currently produces and the many other data sets that are available through the US Census, Department of Transportation and other sources. mySidewalk provides the public the ability to download any data that is shown in a table, chart, dashboard, etc. The MPO is currently developing dashboards for the federally mandated performance measure targets using mySidewalk. These dashboards will be imbedded on the MPO Web site and can also be shared with the public through social media and other means. These dashboards will be updated yearly as new data is available.

#### Metropolitan Transportation Plan (MTP) Initiatives

The Broward MPO's Commitment 2045 MTP (formerly LRTP) update is in full swing. This update effort will be the most robust of all our MTP update efforts. Scenario planning, a transit systems plan/vision and the creation of innovative funding programs are some noteworthy practices which are being explored as part of the Commitment 2045 MTP update.

#### Commitment 2045 MTP Scenario Planning

As part the Broward MPO's MTP update, the team is utilizing scenario planning in order to test future land use and transportation scenarios to identify additional projects for the MTP Needs Assessment and to test the impact of future factors on the region's transportation network. Five scenarios have been adopted by the MPO Board: Trend, Compact Development, Technology, Resiliency, and Community Vision. Each of these scenarios will modify the transportation model and socioeconomic data inputs to test the impact of stressors on the transportation system. A final hybrid scenario will be developed (including the most relevant impacts in the above individual scenarios) to

establish a balanced vision for Broward's future transportation needs. For more information on the scenario planning efforts for the Commitment 2045 MTP, please see: [http://browardmpo.org/images/WhatWeDo/2045\\_MTP/20180410-\\_TR\\_6\\_-\\_Scenarios\\_and\\_Transit\\_Approach\\_-\\_FINAL.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/20180410-_TR_6_-_Scenarios_and_Transit_Approach_-_FINAL.pdf).

#### Commitment 2045 MTP Transit Systems Plan

The Broward MPO is working with its transit partners to create a vision (beyond the 2045 planning horizon) for bus, rapid bus, rail, and automated transit through the Transit Systems Plan. The Transit Systems Plan is utilizing sociodemographic and transit propensity analyses to identify future potential transit markets and associated transit technologies. Ultimately, the Transit Systems Plan will serve as a guide for all of the region's transportation planning partners when it comes to directing investment in and planning for transit infrastructure. For more information on the data and analyses for the Transit Systems Plan, please visit: <http://browardmpo.org/index.php/mtp-documents>.

#### Commitment 2045 MTP Funding Programs

For the Cost Feasible Plan component of the MTP, the Broward MPO is establishing funding programs to help guide its individual investments. The intent of the funding programs is to increase transparency in the project selection and federal funding process by organizing individual projects based on project type and scale. Currently, six funding programs have been identified for the MTP, including Highway, Transit, Transportation Systems Management & Operations/Safety, Complete Streets Master Plan, Complete Streets and other Localized Initiatives, and Mobility Hubs. The first three funding programs (Highway, Transit and Transportation Systems Management & Operations/Safety) will identify larger-scale regional roadway and transit projects for the MTP. The remaining funding programs (Complete Streets Master Plan, Complete Streets and other Localized Initiatives, and Mobility Hubs) are existing plans and programs which fund regional and local multimodal infrastructure.

#### Implementing Complete Streets and Improving Safety

The Broward MPO has taken a leadership role in implementing Complete Streets in Broward. Moving people safely, regardless of the mode, is the key component of Complete Streets. The vision for Complete Streets is to create a safe and efficient transportation network that promotes the health and mobility of all citizens and visitors by providing high-quality pedestrian, bicycle, transit and automobile access to all destinations throughout Broward. The following describes the Broward MPO's comprehensive approach to implementing Complete Streets and improving safety.

#### Complete Streets Master Plan (CSMP)

The Broward MPO has completed the CSMP in an effort to continue creating a safe/balanced transportation system and healthier communities. The goal of the CSMP is to guide the Broward MPO's investment in Complete Streets through a prioritized list of projects based on technical analysis, selected criteria, and local partner and community input. This Plan identifies and prioritizes active transportation projects and outlines the process to prepare them for program funding. Below are some of the highlights related to the development of the CSMP:

- Coordinated the development of the CSMP through a Project Advisory Committee (PAC) – For the PAC, the MPO staff secured the participation of non-traditional partners (health industry) to ensure health is thoroughly imbedded in the process. Representatives from the FDOT design office were also part of the PAC to ensure that recommended projects were feasible from an engineering perspective.
- Developed Technical Approach – Previously, the MPO focused its efforts on bicycle/pedestrian improvements based on connectivity with the premium transit corridors from the 2035 LRTP. The CSMP applied a new approach and focused on prioritizing areas with a greater number of desired destinations, such as centers for education, employment and healthcare. Access to transit and strategies to complete first- and last-mile connections are also considered key elements. Further, there is a focus on communities with a greater need for multimodal facilities. This approach ensures that the

CSMP clearly addresses the mobility needs of historically disenfranchised and underrepresented communities. • **Public Outreach** – MPO staff developed a CSMP public outreach approach to ensure maximum public participation and to leverage existing relationships. Through this process, the Broward MPO successfully interacted with over 1,300 community members. Connectivity, comfort level and access to areas of interest were recurring themes gathered through public outreach. Based on these factors, MPO staff developed areas of concentrated activity (bundle areas) to guide the implementation of the Plan. This outreach campaign also shaped the determination of project priority, location and type of facility. • **Walking Audits** – As part of the CSMP development, highly ranked projects in the Plan were selected for a Walking Audit. The purpose of these Walking Audits is to engage stakeholders, residents, technical staff, elected officials and representatives of non-traditional transportation partners to perform a street assessment for all modes of transportation. Feedback from these Walking Audits helps to inform the scope of these projects, ensuring the needs of community members and stakeholders are clearly reflected in the final recommendations. This year, three Walking Audits have taken place in the following locations:- Oakland Park Boulevard (from University Drive to Inverrary Boulevard/Northwest 56th Avenue), City of Lauderhill, September 27, 2018, 36 participants.- Dixie Highway (from Sample Road to the Broward/Palm Beach County line), City of Deerfield Beach, November 3, 2018, 49 participants.- Northwest 31st Avenue (from Northwest 41st Street to Northwest 35th Street), City of Lauderdale Lakes, November 29, 2018, 51 participants.

#### Complete Streets Initiatives and Education

The Complete Streets Initiative, guided by the Complete Streets Advisory Committee (CSAC), moves forward the Complete Streets concepts and provides the necessary tools to our local governments to implement Complete Streets in their respective communities. The Initiative also serves as a platform to move forward active transportation projects identified in our plans, initiatives and studies. Through the Complete Streets Initiative, the MPO has provided the following noteworthy trainings over the past year:- **Innovative Bikeway Design Hands-on Workshop**, August 8, 2018, 45 participants. The workshop covered the basics of low-stress network design, bikeway design best practices, and how to tailor the most appropriate treatment for complete street projects and protected intersections.- **Americans with Disabilities Act (ADA) Transition Plan**. The Broward MPO hosted three trainings over the past several months for ADA Transition Plans on September 5, 2018; November 15, 2018; and January 16, 2019 to assist our municipal partners and provide guidance/technical assistance on this topic.- **Scalable Risk Assessment Methods (SCRAM) for Pedestrians and Bicyclists Workshop**, October 24, 2018, 21 participants. The workshop introduced Scalable Risk Assessment Methods, details on measuring and estimating exposure, site counts and direct demand models.

#### Mobility Program

This past year, the Broward MPO broke the \$300 million mark for funded bicycle/pedestrian projects as part of its Mobility Program. This accomplishment would not have been possible without the close partnership developed with our 31 member municipalities, Broward County Government, the School Board of Broward County and FDOT. This investment will add approximately 218 miles of bicycle facilities and approximately 60 miles of pedestrian facilities to our existing network. This well-established Program, made possible through our partnership with FDOT, has been highly praised by our local governments, as it allows the local governments to work directly with the Department to implement their vision in corridors located in their respective jurisdictions.

#### Complete Streets Demonstration Projects

The first of the Complete Streets Demonstration projects is now complete. The Suburban Complete Street (Sunset Strip – Northwest 72nd Avenue to Northwest 19th Street in Sunrise) was completed in July 2018. To celebrate this major accomplishment, a ribbon-

cutting ceremony took place on July 21, 2018. The celebration included a bike ride along the corridor with the participation of elected officials, technical staff and residents. Construction continues for the Urban Complete Street along Hollywood Boulevard—26th Avenue to Dixie Highway in Hollywood. The projected completion date is summer of 2019. The intent of these two projects is to demonstrate the health, safety and economic development benefits of designing roads for all users, taking into consideration the context of the built environment. While the proposed treatments vary according to the local context, both of these corridors will safely accommodate all modes and users of all ages and abilities. To emphasize the benefits of active transportation, the Broward MPO has established three annual events:

- **Safe Streets Summit** – Promotes the Complete Streets concept, educates, seeks “buy-in” from local public officials, provides municipal technical staff with the necessary tools to implement Complete Streets, and highlights the Broward MPO’s and its partners’ ongoing efforts. The events feature nationally-recognized experts and panelists who speak on the economic, health, and safety benefits of streets designed for all users. The 2018 Safe Streets Summit (February 1-2, 2018), held in partnership with the Palm Beach MPO and Miami-Dade TPO, was attended by nearly 400 elected officials, technical staff, and transportation advocates. This Summit featured mobile workshops to allow participants to experience “Complete Streets” from the user’s perspective, as well as:
  - A trolley tour of the city’s Complete Streets and redevelopment efforts.
  - A biking tour with the city’s bikeshare program to see the City’s art in public places and visit the Flagler Shore Tactical Urbanism project along the waterfront.
  - A walking tour led by city staff to learn more about specific initiatives such as tactical urbanism, economic development and the new Brightline passenger-rail station. Nationally renowned transportation experts Rosabeth Moss Kanter and Peter Kageyama headlined the Safe Streets Summit. In addition, multiple plenary sessions focusing on topics of implementation, evaluation, equity, and funding were offered. The Summit also included a speaker’s roundtable dinner with elected officials representing all three counties (Broward, Palm Beach and Miami-Dade) to provide a more intimate setting to discuss current transportation policy initiatives and future opportunities for Complete Streets improvements. The next Safe Streets Summit is scheduled for February 25-26, 2019.
- **Let’s Go Biking!** – This annual community engagement event provides an opportunity for cyclists of all ages and abilities to ride along a predetermined route and experience the benefits of active transportation. The most recent Let’s Go Biking! event was held April 9, 2018 in coordination with the Town of Davie. Approximately 100 participants attended and participated in the 12-mile bike ride. Other planned activities included a bike ride for younger attendees, a bike rodeo, helmet fittings, and giveaways.
- **Let’s Go Walking!** – The Broward MPO, in partnership with the City of Wilton Manors, hosted the annual Let’s Go Walking! event on October 20, 2018. This community engagement effort attracted over 80 participants. The intent of this annual event is to experience the benefits of active transportation and to highlight community assets like the businesses along the Wilton Drive corridor, the Butterfly Park, and the monthly Art Walk event (Wilton Manors Arts and Entertainment Expo). People who walk are more likely to notice these assets, such as shops, restaurants and other opportunities. As with any other Broward MPO community engagement effort, additional fun activities were planned.

**Complete Streets and other Localized Initiatives Program (CSLIP)**  
The MPO continues to implement CSLIP in close coordination with our State and local governments. The Program expedites the implementation of much needed local mobility projects. Bicycle/pedestrian facilities, crosswalk improvements, Mobility Hubs, bus shelters, greenways and traffic light synchronizations are just a few examples of mobility projects targeted for funding. Broward MPO’s discretionary funding (SU) and Transportation Alternative Program funding have been rolled into CSLIP. State funding is also available for projects located on State-owned facilities. Local governments, transit

service providers, educational institutions and others can apply for funding for candidate projects. The CSLIP application is automated/online and requires minimal effort by the applicant to complete. The prioritization of projects is also automated and is based on objective criteria. MPO staff, in partnership with FDOT staff, conduct annual training sessions to demonstrate how to complete a Program application and submit it for funding consideration. The past two cycles featured a video created by MPO staff demonstrating the ease of filling out an application. This video is posted on our Web site to be easily accessible to potential applicants. This past year, based off observations and comments from CSLIP Cycle 1 and 2, MPO staff adjusted the application and policies for Cycle 3. A total of 26 applications from 14 different agencies have been submitted for CSLIP Cycle 3. To date, we have received positive responses from our local governments during the three cycles of applications.

#### Local and Regional Freight Initiatives

The safe and efficient movement of freight is key to our local economy. The Broward MPO is a recognized leader in its comprehensive approach to addressing issues affecting freight transportation within Broward and the State. The following describes the Broward MPO's leadership role in freight planning and freight initiatives.

#### Broward MPO Freight Transportation Advisory Committee (FTAC)

The Broward MPO's FTAC is tasked with promoting the importance of freight mobility and ensuring that freight priorities are represented in the MPO's LRTP/MTP and TIP. The FTAC is comprised of members that are directly involved in the movement, storage and distribution of freight. As part of the development of the 2045 MTP, the MPO engaged FTAC members in organizing and hosting a freight listening session. The listening session was a mechanism to elicit input from freight stakeholders regarding the issues that they face and for them to vet proposed projects received during the MTP needs assessment process.

#### Florida Metropolitan Planning Organization Advisory Council (MPOAC) State-Wide Freight Advisory Committee

At the urging of the Broward MPO, the MPOAC created the Freight Advisory Committee to serve as a clearinghouse of actionable ideas that allow Florida's MPOs to foster and support sound freight planning and freight initiatives. The members of the Freight Advisory Committee seek to understand the economic effects of proposed freight-supportive projects, foster relationships between public agencies with responsibilities for freight movement and private freight interests, and reduce policy barriers to goods movement to, from, and within Florida. This past year, the Committee continued to experiencing growth to its membership and participation from interested parties such as the FDOT Freight Coordinators, FHWA Florida Division and local freight stakeholders in Broward.

#### MPOAC Freight Prioritization Program

The Broward MPO led an effort through the MPOAC to identify and promote high-priority, freight-related projects within each of the 27 Florida MPOs that will improve the movement of goods throughout the state. This effort will also ensure that these high-priority freight projects satisfy a localized planning process that is consistent, repeatable and well-documented. A Freight Prioritization Program (FPP) was developed by the MPOAC Freight Committee. Through the FPP, every MPO in Florida is afforded an opportunity to submit their highest priority freight-related transportation projects to the MPOAC who in turn assembles a statewide MPO priority list and shares it with FDOT for funding consideration. In total, 37 projects were submitted by 16 of Florida's 27 MPOs. Projects were provided by MPOs in all seven FDOT Districts. All projects supported at least two Florida Transportation Plan goals with the majority supporting three or more. The 2018 MPOAC Freight Priorities Project List was approved by the MPOAC Freight Committee, Staff Directors Committee and the MPOAC Governing Board for submittal to FDOT for funding consideration.

#### Non-traditional MPO Initiatives

The Broward MPO seeks to be in the forefront of everything we do. We strive to go beyond an MPO's traditional transportation planning responsibilities. The following describes some of Broward MPO's unique initiatives and noteworthy practices which will have a positive impact on the transportation systems of Broward.

#### Transportation Planning Equity Assessment

The Broward MPO is working to create a standardized process to use in evaluating its plans, programs, and projects and to make informed decisions regarding equity in our communities. This process is known as the Transportation Planning Equity Assessment (found here: <http://browardmpo.org/index.php/title-vi-transportation-planning-equity-assessment>). The goal of equity implementation is to create an approach that is fair, inclusive, and proactive during all phases of the planning process. The equity assessment process provides a ready-to-use methodology and data set to identify equity areas in communities. Knowing where populations protected under federal non-discrimination laws live is critical to ensuring that Title VI and EJ are appropriately considered during the planning process. One of the first steps in this process was to develop a methodology that identifies where higher concentrations of persons protected under applicable federal non-discrimination laws and authorities live in Broward County. This process produced Transportation Planning Equity Areas, which are based on a composite "equity score" assigned to each Census Block Group in the county. The equity score is based on U.S. Census American Community Survey data for seven demographic indicators: 1. Population with a Disability 2. Ethnic Minority 3. Racial Minority 4. Population below Poverty 5. Older Adults (65+ years) 6. Limited English Proficient (LEP) Population 7. Youth (10-17 years) The resulting Equity Area Map (found here: <http://browardmpo.org/index.php/title-vi-transportation-planning-equity-assessment>) illustrates the output of the equity areas in terms of block groups with low, medium, high, and very high concentrations of populations based on the seven demographic indicators. It should be noted that the map and composite scores produced through this process are intended to serve as resources to enhance and streamline the planning process. The Equity Area Map is not intended to holistically define population groups within Broward County or replace public outreach and other analyses that should be completed during the planning process. Our goal is that this information can and will be used as a planning resource by MPO staff and partner agencies, including cities, counties, and transit agencies, saving them time by providing easily accessible data and maps. The MPO is already applying the Equity Assessment in developing the 2045 MTP by applying it to prioritize projects for inclusion into the final Plan. MPO staff will also apply the Assessment to other plans and programs in the coming months. Primarily, we hope that the methodology and outputs help facilitate the consideration of equity in the planning process, either by providing a standardized way to identify equity areas or by providing easily accessible key data for federally-protected population groups in Broward County. We also hope the interactive maps (found here: <https://reports.mysidewalk.com/c34b42a988>) can be used as an information portal by anyone, planners or the public alike, looking for demographic data of a particular neighborhood, city, or the county.

#### Transportation Planning Guidebook

As part of the MPO's Mission and its Strategic Business Plan, the MPO has developed a Transportation Planning Guidebook to assist member governments in developing transportation plans and/or projects that are "program-ready." Having projects in a program-ready state (i.e., projects that have a clear scope of work, documented support, etc.) increases the chances of them being able to leverage available federal and state funding. The Guidebook contains two sections (plans and projects) and is designed to be a helpful resource to member governments with varying levels of staffing, in-house technical ability, and need.

#### South Florida Climate Change Vulnerability and Adaptation

The Broward MPO continues to advance its climate change efforts to incorporate climate considerations into transportation decision-making. The Broward MPO participated in an update to the Southeast Florida Climate Compact Action Plan and commented on the transportation goals. MPO staff is now implementing recommendations from the Phase One and Phase Two reports into the 2045 MTP process. Climate change concepts are/will be considered for the Goals, Objectives and Measures, development of a resiliency scenario, project identification and project prioritization portions of the MTP. In addition, through a competitive process, the Broward MPO was one of six agencies nationwide that received an award to host All-Hazards Recovery Training, an FTA-funded program. On March 5-6, 2018, the Broward MPO invited participants from the four-county Southeast Florida region to attend the Training in order to develop strategies to address recovery issues that could result from natural or man-made hazards. Due to various climate stressors, the Training focused primarily on long-term response to natural emergencies. The training was attended by over 25 individuals from throughout the region. Moving forward, the MPO intends to continue working with its partners in the region to increase awareness of recovery issues.

**Regional Transportation Plan (RTP) and Southeast Florida Transportation Council**  
Every five years the three MPOs in the South Florida region (Broward, Palm Beach and Miami-Dade) collaborate to produce an RTP. Responsibility for leading the project rotates amongst the three MPOs. This round it is the responsibility of the Broward MPO. As such, the Broward MPO has taken over the administration of the Southeast Florida Regional Transportation Council (SEFTC), and its subcommittee, the Regional Transportation Technical Advisory Committee (RTTAC). Over the past year, the Broward MPO, in the role as administrator, has implemented an updated agenda system and formalized by-laws. For the 2045 RTP, a few new tasks have been created to add value to the local LRTPs: a transit propensity analysis, scenario planning, state and regional funding review, an electronic data inventory, and a revised Web site. The transit propensity analysis took an empirical approach to transit demand and generation, providing valuable input into the development of the scenarios to be tested. The scenario planning is meant to explore the effects of funding changes at the legislative level. The findings will be incorporated into an overall funding review which looks at the policies influencing how transportation programs are funded.

#### Mobility Hub Development Initiatives

Since the Broward MPO's 2035 LRTP selected and categorized the Mobility Hubs in 2009, economic and demographic changes to South Florida have altered the applicability of the original land use and transit criteria for the Hubs. In 2018, the Broward MPO reviewed and approved the updated criteria and typology of Mobility Hubs. The Hub concept also evolved as the Broward MPO worked with partner agencies and local governments to design and implement the Hubs. The result is a greater focus on pedestrian and bicycle connections, secure and comfortable places to wait for transit, and safe, convenient transfers between routes. To this end, the Downtown Fort Lauderdale Mobility Hub Streetscape improvements are moving forward through a sub-recipient agreement with the City of Fort Lauderdale to construct \$3.5 million in improvements to address transportation connectivity and safety issues. In addition, stakeholders are moving forward with the implementation of project policy recommendations to coordinate land development regulations and future transportation needs for the Cypress Creek Mobility Hub, and funding is in place for improvements to address connectivity to transit facilities. Further, the Hollywood Boulevard / State Road 7 Mobility Hub Master Plan was completed in January 2018 with recommendations for improvements in support of multimodal transportation. The City of Hollywood and the Broward MPO adopted a sub-recipient agreement for construction of improvements identified in the Master Plan. Finally, in August 2018, the Broward MPO kicked off

Mobility Hub Master Plans with the cities of Plantation and Pembroke Pines. Both Master Plans are progressing with substantial stakeholder outreach, and planning context and market analyses.

#### TIP User Friendly Enhancements

The MPO's Interactive TIP Tool helps save time and personnel requirements in the development of the annual TIP document. The tool also provides project location maps and detailed financial information features not available prior to the implementation of this interactive software. Additionally, to assist its transportation partners in using the Interactive TIP Tool and to add locally funded projects to the new TIP, the MPO provides training classes upon request that demonstrate how to use the Tool. The MPO also addressed concerns related to user-friendliness of the current interface by incorporating more robust mapping functions.



## Part 2 Section 6: MPO Comments

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

The MPO has no comments to include for this certification.