



**Broward MPO**

**Joint Certification – CY 2019**

**January 2020**

**Revised July 28, 2020**

## **Contents**

<b>Purpose</b> .....	2
<b>Certification Process</b> .....	3
<b>Risk Assessment Process</b> .....	4
<b>Part 1 Section 1: Risk Assessment</b> .....	8
<b>Part 1 Section 2: Long-Range Transportation Plan (LRTP)</b> .....	13
<b>Part 1 Section 3: Transportation Improvement Program (TIP)</b> .....	14
<b>Part 1 Section 4: Unified Planning Work Program (UPWP)</b> .....	16
<b>Part 1 Section 5: Clean Air Act</b> .....	17
<b>Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding</b> .....	18
<b>Part 1 Section 7: District Questions</b> .....	19
<b>Part 1 Section 8: Recommendations and Corrective Actions</b> .....	25
<b>Part 1 Section 9: Attachments</b> .....	26

*FDOT Joint Certification*  
*Part 1 – FDOT District*

## **Purpose**

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

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

*FDOT Joint Certification*  
*Part 1 – FDOT District*

## Certification Process

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 1 Section 9: Attachments allows you to embed any attachments to the certification, including the MPO [Joint Certification Statements and Assurances](#) document that must accompany the completed certification report. Once all the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed certification in Part 1 Section 9: Attachments.

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

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

## **Risk Assessment Process**

Part 1 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.331 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

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

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

*(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.*

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

- (1) Reviewing financial and performance reports required by the pass-through entity.*
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.*

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

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

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

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

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

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

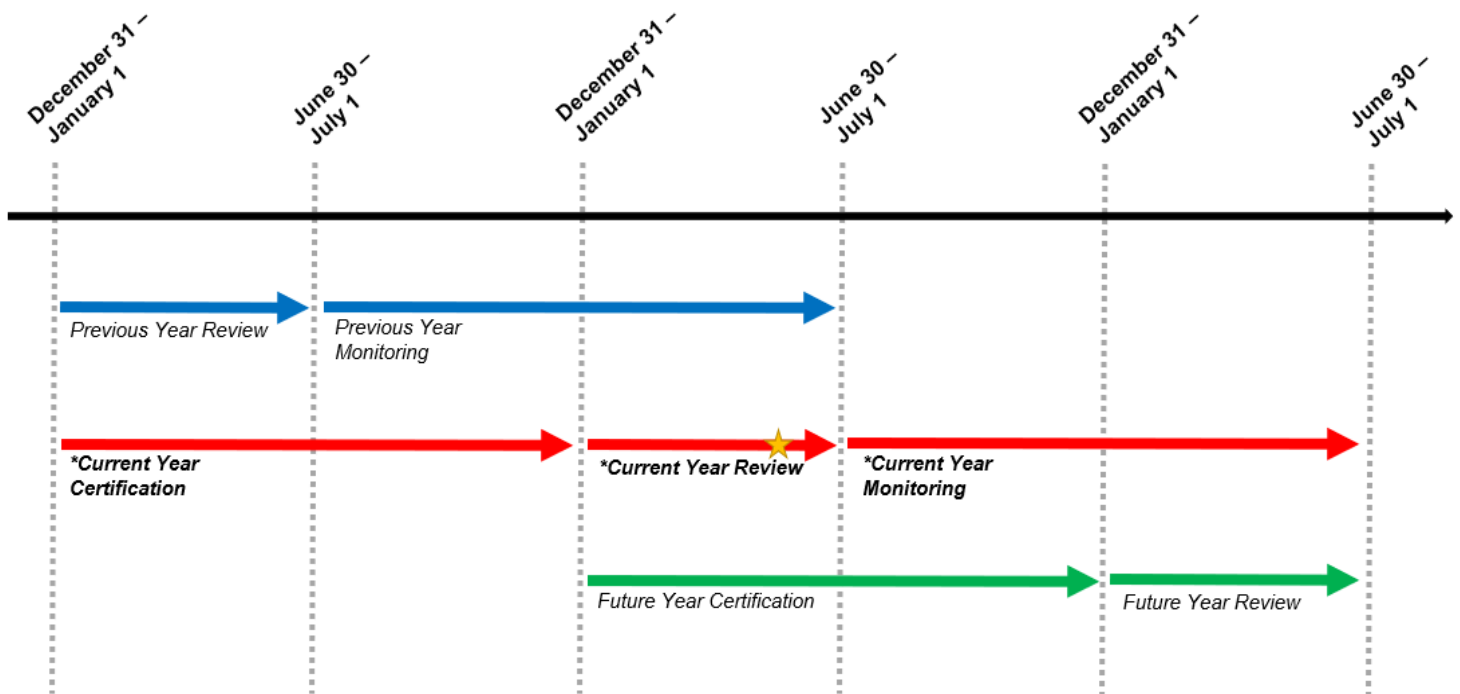
The questions in Part 1 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for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

**Table 1. Risk Assessment Scoring**

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

The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance. The first step is to complete this Risk Assessment during the joint certification for the current year (*The red line in **Figure 1***). The current year runs for a 12-month period from January 1 to December 31 of the same year (*Example: **January 1, 2018 through December 31, 2018***). There is a 6-month period when the joint certification for the current year is reviewed before the Risk Assessment enters the Monitoring phase. The joint certification review runs from January 1 to June 30 (*Example: **January 1, 2019 through June 30, 2019***). After the review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period (*Example: **July 1, 2019 to June 30, 2020***). The entire Risk Assessment runs for a total of 30-months. However, there will always be an overlapping of previous year, current year, and future year Risk Assessments. **Figure 1** shows the timeline of Risk Assessment phases and how Risk Assessments can overlap from year to year.

**Figure 1. Risk Assessment: Certification Year vs. Monitoring**



★ June 1<sup>st</sup> - Joint Certifications are due to FDOT

*FDOT Joint Certification*  
*Part 1 – FDOT District*

## Part 1

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



## Part 1 Section 1: Risk Assessment

### MPO Invoice Submittal

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

**Table 2. MPO Invoice Submittal Summary**

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G0Y80-5	11/01/2018 – 11/30/2018	02/04/2019	No
G0Y80-6	12/01/2018 – 12/31/2018	02/18/2019	No
G0Y80-7	01/01/2019 – 01/31/2019	02/18/2019	No
G0Y80-8	11/21/2018 – 02/28/2019	03/13/2019	No
G0Y80-9	03/01/2019 – 03/31/2019	04/25/2019	No
G0Y80-10	04/01/2019 – 04/30/2019	05/20/2019	No
G0Y80-11	05/01/2019 – 05/31/2019	06/13/2019	No
G0Y80-12	06/01/2019 – 06/30/2019	08/28/2019	No
G0Y80-13	07/01/2019 – 07/31/2019	08/27/2019	No
G0Y80-14	08/01/2019 – 08/31/2019	09/12/2019	No
G0Y80-15	09/01/2019 – 09/30/2019	10/09/2019	No
G0Y80-16	10/01/2019 – 10/31/2019	11/14/2019	No
G0Y80-17	11/01/2019 – 11/30/2019	12/04/2019	No
<b>MPO Invoice Submittal Total</b>			
<b>Total Number of Invoices that were Submitted on Time</b>			<b>13</b>
<b>Total Number of Invoices Submitted</b>			<b>13</b>

### MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3**. Identify the total number of materially significant finding questions that were

correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

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

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

- Typos.
- Incorrect budgeted amount because an amendment was not recorded.
- Incorrect invoice number.

**Table 3. MPO Invoice Review Checklist Summary**

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
<b>G0Y80-5</b>	7/7
<b>G0Y80-6</b>	7/7
<b>G0Y80-7</b>	7/7
<b>G0Y80-8</b>	7/7
<b>G0Y80-9</b>	7/7
<b>G0Y80-10</b>	7/7
<b>G0Y80-11</b>	7/7

<b>G0Y80-12</b>	7/7
<b>G0Y80-13</b>	7/7
<b>G0Y80-14</b>	7/7
<b>G0Y80-15</b>	7/7
<b>G0Y80-16</b>	7/7
<b>G0Y80-17</b>	7/7
<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	<b>91/91</b>

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

### MPO Supporting Documentation Review Checklist

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

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

**Table 4. MPO Supporting Documentation Review Checklist Summary**

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
---	--

<b>G0Y80-12</b>	21/21**
<b>MPO Supporting Documentation Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	21/21**

\*Note: There are 24 materially significant questions per MPO Supporting Documentation Review Checklist.

\*\*Note: Travel Reimbursement (2) & Indirect Rate (1) sections are not applicable to this invoice. Subtract three (3) from total points.

### Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?

Please Check: Yes  No

### Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

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

Please Check: Yes  No

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

Were the Director’s timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?

Please Check: Yes  No

### Risk Assessment Score

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

**Table 5. Risk Assessment Scoring**

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual

*FDOT Joint Certification*  
*Part 1 – FDOT District*

52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

**Risk Assessment Percentage:** 100 %

Level of Risk: **Low**

## 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 ensure any correspondence or comments related to the draft or final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

MTP\_Final\_Report\_121219.pdf – 12/17/2019

## 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 ensure any correspondence or comments related to the draft or final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

Final TIP FY 20-24.pdf – 07/15/2019

Final\_TIP Review Checklist\_7-23-2019.docx – 07/15/2019

#### **FDOT 7/1/2020 Additional Comments:**

<sup>DS</sup>  
SB

7/28/2020 | 10:42 PM EDT

Several projects have been removed from the TIP over recent years due to MPO or local municipality actions. When this occurs during the design phase and when construction is programmed; there are negative impacts to the stability of the program, FDOT performance measures, and the expenditure of resources with no deliverables.

#### **MPO Clarification 07/28/20**

<sup>DS</sup>  


7/28/2020 | 1:19 PM EDT

The Broward MPO appreciates this comment and is very well aware of the negative impacts. To help minimize these occurrences, the MPO requires projects to be “program ready” prior to consideration for funding within the Work Program and TIP. Program-ready projects require the municipal and/or county government to have a clear scope of work for the project, an approved resolution of support, a good cost estimate, and demonstrate collaboration with partners. In addition, the MPO has also taken this a step further and created, as part of its Strategic Business Plan, a Reasonable Progress Program to help ensure greater accountability for agencies utilizing federal funds. The goals of this Program are to assist owners/operators in project development, identify owners/operators who consistently deliver projects on-time and on-budget, and verify that actual outcomes match those expected for delivered projects. The MPO intends to use this Program to monitor and document “projects in trouble” and owners/operators with a history of association with these

*FDOT Joint Certification*  
*Part 1 – FDOT District*

types of projects. This information will then be shared with the MPO Board to determine an appropriate course of action.

As demonstrated, the MPO has taken proactive steps to minimize the potential removal of projects from the Work Program and TIP. Unfortunately, the time between when a project is first programmed in the Work Program and TIP and when the project is let for construction can be more than five years. During this lengthy waiting period, changes in municipal commission membership or the sentiment of the community has the potential to result in a negative stance being taken towards a project. We will continue to coordinate with our member governments, promote our program-ready approach, and monitor all aspects of project delivery through the Reasonable Progress Program to minimize the removal of projects from the TIP. In addition, we hope that we can work with the District to minimize the lead time for the construction of projects.

We appreciate your consideration of our response.



## 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 ensure any correspondence or comments related to the draft or final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

N/A
-----

## **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.

Title(s) of Attachment(s)

N/A
-----

## **Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding**

Did the MPO program all FHWA Planning Funds (PL and non-PL) into the TIP?

**Please Check:** Yes  No

## Part 1 Section 7: District Questions

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

- 1. Please describe the MPO/TPO/TPA process used to cooperatively develop, coordinate and apply the revenue forecast used to support the implementation of the Long-Range Transportation Plan and its related Cost Feasible Plan. Include a discussion of the sources, agencies and reference documents used. F.S. 339.175 (7) (b)***

The Broward MPO consistently and regularly communicated with our local and regional partners, area governments and local communities throughout the development of the 2045 Metropolitan Transportation Plan (MTP – formerly known as the Long-Range Transportation Plan). The MPO began the development of the 2045 MTP by issuing a “Call for Projects” to all 31 Broward municipalities, Broward County/Broward County Transit, South Florida Regional Transportation Authority, Port Everglades, Broward County Aviation Department, and the Florida Department of Transportation District 4 (<http://browardmpo.org/index.php/mtp-call-for-projects>). MPO staff scheduled one-on-one meetings with the aforementioned stakeholders from March-July 2018 and received over 800 discrete projects from member governments for the MTP Needs Assessment. Each project was evaluated for MTP eligibility and ultimately assigned to one of six funding programs established for the 2045 MTP (Roadway, Transit, TSM&O/Safety, Complete Streets Master Plan, Complete Streets and Other Localized Initiatives Program, and Mobility Hubs). Following the adoption of the project prioritization process (developed with feedback from our members governments and partners) in October 2018, MPO staff prioritized the eligible MTP projects and shared the results with the MPO’s Technical Advisory Committee (TAC) (which also served as the MTP Steering Committee) and Citizens’ Advisory Committee (CAC) in a workshop format at the February 2019 Committee meetings (all presentations to our advisory committees can be found on the MTP Documents webpage under the “Presentations” drop-down: <http://browardmpo.org/index.php/mtp-documents>).

Once feedback was obtained from the advisory committees, MPO staff utilized the “2045 Revenue Forecast for the Broward MPO/Broward Metropolitan Area” develop by FDOT. Available revenues were assigned to each of the six funding programs (based on their eligible uses) using the agreed upon funding timeframes developed by the Florida Metropolitan Planning Organization Advisory Council (in conjunction with FDOT). Funding was assigned to projects in priority order for each funding program to develop a cost feasible list of projects. Once the final draft cost feasible list was developed, MPO staff met one-on-one again with project sponsors/member governments to ensure projects were program ready. This included obtaining a resolution of support from each municipal elected body with identified projects in the cost feasible plan (see resolutions of support:

[http://browardmpo.org/images/WhatWeDo/2045\\_MTP/2045\\_MTP\\_Resolutions\\_Combined\\_11212019.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/2045_MTP_Resolutions_Combined_11212019.pdf)).

Additionally, MPO staff met monthly with FDOT staff to discuss progress on the development of the 2045 MTP. The MPO also worked directly with FDOT District 4 SIS staff as well as Florida's Turnpike Enterprise (FTE) staff to ensure SIS/Turnpike projects and funding were correctly reflected in the cost feasible plan.

- 2. Describe the MPO/TPA/TPO process for ensuring consistency of projects between the current Long-Range Transportation Plan (LRTP) / Metropolitan Transportation Plan (MTP) and current Transportation Improvement Plan (TIP). Have there been any instances where this process was unsuccessful? If so, please describe the circumstances involving the inconsistency(ies) and the steps implemented to help prevent a reoccurrence. F.S. 339.175 (8)(b) (6)**

Using federal guidance and feedback from the last 2040 Long Range Transportation Plan, Broward MPO staff considered the current FY 20-24 TIP as the first funding timeframe for the 2045 MTP cost feasible plan (2020-2024). MPO staff conducted a review of all regionally significant roadway capacity projects currently funded in the FY 20-24 TIP and included a separate list of these projects as part of the 2045 MTP cost feasible plan on pages 5-3 through 5-6 ([http://browardmpo.org/images/WhatWeDo/2045\\_MTP/MTP\\_Final\\_Report\\_121219.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/MTP_Final_Report_121219.pdf)).

This list of projects includes FM#s for reference, work mix and funding (by project phase). At this point in time, no inconsistencies have been identified.

**3. Please discuss the key stakeholders (individuals, groups, agencies, and other businesses) identified in your Public Participation Plan (PPP) and discuss the outreach events and activities used to seek their participation in the development of the 2045 Long-Range Transportation Plan (LRTP) / Metropolitan Transportation Plan (MTP) and 2019 Transportation Improvement Plan (TIP). Please describe the methods used to inform them of their opportunities to participate along with copies of the associated collateral (e.g. copies of new paper ads, flyers, posters, screen-captured advertisements, etc) to demonstrate a reasonable opportunity was provided to participate in the development and review of key deliverables used in the transportation planning process. 23 C.F.R. 450.316 (a)**

The intent of the Broward MPO's PPP is to be all inclusive and maximize participation from all communities (especially those underrepresented) and local and regional partners. Keeping this in mind, outreach for the MTP was done in two phases. The objective of phase one was to both inform as well as include the public in the process of identifying projects and needs (this aligns with the objectives of our PPP which aims to ensure that all groups are informed and have the ability to be included in our plans and programs). The objective of phase two was to bring a draft list of proposed transportation projects (having utilized and implemented the feedback received in phase one) in the form of an interactive map which was designed to collect feedback. In total, we conducted 40 outreach meetings and workshops with various homeowners groups, community associations, professional organizations, etc. Social media was used extensively as part of the outreach efforts as well as e-townhall meetings (which served as a much more effective and engaging method of reaching the public vs. traditional methods like public meetings). Engagement with our MPO Board, TAC and CAC was done in the form of monthly updates given by the project manager throughout the entire process. Newspaper advertisements were utilized to inform the public of specific dates and times of our MPO Board, TAC and CAC meetings which were opportunities to provide comments and feedback in person. The advertisement also included a specific contact person at the Broward MPO should they wish to provide feedback in that manner. The following links provide detailed information about our meetings and workshops, examples of social media outreach and advertising, the interactive map, and outreach kit we created for partners to help spread the word but ensure consistent messaging, as well as our PPP:

- 2045 MTP "Get Involved" Webpage (includes list of meetings and outreach activities) (<http://browardmpo.org/index.php/mtp-get-involved>)
- 2045 MTP Public Participation Plan ([http://browardmpo.org/images/WhatWeDo/LRTP/2045/20171220-BMPO\\_2045\\_MTP\\_PPP\\_-\\_FINAL\\_ADA.pdf](http://browardmpo.org/images/WhatWeDo/LRTP/2045/20171220-BMPO_2045_MTP_PPP_-_FINAL_ADA.pdf))
- Phase 1 Outreach Summary (through August 2018 – Phase 2 Technical Report is still under development) ([http://browardmpo.org/images/WhatWeDo/2045\\_MTP/20180806\\_TR1A-Phase\\_One\\_Outreach\\_Evaluation\\_ADA.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/20180806_TR1A-Phase_One_Outreach_Evaluation_ADA.pdf))

- Partner Outreach Toolkit ([http://browardmpo.org/images/Toolkit-BMPO-MTP2045FINAL\\_ADA.pdf](http://browardmpo.org/images/Toolkit-BMPO-MTP2045FINAL_ADA.pdf))
- Interactive Map (<https://browardmpo.maps.arcgis.com/apps/CrowdsourcingReporter/index.html?appid=e417f4d1a22e4578bbd6de59b085988b>)

Pertaining to the TIP public involvement, the Broward MPO ensures compliance with the public involvement requirements outlined in 23 Code of Federal Regulations 450.316(b)(1) & 450.324(c) and Section 339.175(7), Florida Statutes. As part of its ongoing public involvement process, in May 2018, the Broward MPO requested input from local governments regarding their local transportation priorities. In December 2018, the Broward MPO Board reviewed FDOT's District 4 and Turnpike Enterprise Draft Tentative Work Programs, FY 2020-2024. Comments and concerns were forwarded to FDOT for entry into the records of FDOT's Public Hearing. The MPO's TAC and CAC also reviewed FDOT's District 4 and the FTE's Tentative Work Program at their November 2018 meetings.

In addition, a 30-day comment period for the TIP was initiated on June 6, 2019 with a newspaper advertisement in the Broward Times, as well as El Sentinel and Sun-Sentinel. A notice and an electronic copy of the TIP were posted to the Broward MPO website at: <http://browardmpo.org/index.php/core-products/transportation-improvement-program-tip>. Copies of the TIP were distributed to eight main Broward County libraries. Prior to the adoption of the 2020 TIP on July 11, 2019, the MPO held public meetings during regularly scheduled meetings, providing the public with three opportunities to make verbal comments. The comment period closed at noon on July 11, 2019.

Further, the Interactive TIP Tool software is being utilized for TIP development and is a web-based interactive tool. This tool enhances opportunities for the general public to find information and comment on projects in the area through the MPO's website. The MPO produced a fact sheet explaining the TIP process in both English and Spanish. The fact sheets are available as Appendix B in the TIP, on the MPO's website, distributed to our agency's e-mail database, and sent to the eight libraries for display with the TIP document.

- 4. What is the MPO/TPO/TPA process for responding to public comments received during the development of the Long-Range Transportation Plan/Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)? Based on your process, please summarize the comments received during the development of the 2019 TIP and/or 2045 LRTP/MTP and explain how you received the comments (e.g. orally in a public forum, written comment at an event, etc...) and how you addressed the comments. 23 C.F.R. 450.316 (1) (vi)**

The Broward MPO documents all public comments received for the MTP and TIP. Various methods were used to provide opportunity for feedback and comments on the MTP. Social media was a major component of the outreach with all the meetings and workshops designed to be a dialogue with ample time and space for comments and discussion. The interactive map also allowed for feedback to be provided on specific projects in the draft plan. All comments and feedback received were acknowledged and responded to and incorporated in the plan when appropriate. The link below includes a detailed list of the comments and responses.

- 2045 MTP Partner Comments Sheet (also includes responses)  
([http://browardmpo.org/images/WhatWeDo/2045\\_MTP/Combined\\_MTP\\_Comments\\_11262019.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/Combined_MTP_Comments_11262019.pdf))

For the TIP, the MPO received written comments from FDOT and the City of Oakland Park, posted comments and responses to the MPO website for the duration of the comment period, and presented them during MPO Board, TAC and CAC meetings for approval. For the list of comments received, as well as responses, please see the attached document.

***5. During the 2045 Long-Range Transportation Plan development process, please discuss instances where agency stakeholders (federal, state, local government and other agencies) had competing and/or conflicting opinions and views, and discuss how these instances were addressed/resolved as part of a continuous, cooperative, and comprehensive long-range planning process. 23 C.F.R. 450.306 (b); 23 C.F.R. 450.104; 23 C.F.R. 450.306 (b)***

The MPO took a holistic and inclusive approach to its needs assessment for the 2045 MTP by involving stakeholders early and often throughout the development of the Plan. Beginning with the “Call for Projects,” MPO staff met one-on-one with all of its member governments to ensure they had an opportunity to submit projects for the MTP needs assessment.

Following the development of the draft cost feasible plan (in June 2019), MPO staff once again met with member governments to discuss projects identified in their jurisdiction. This included meeting with roadway owners (Broward County and FDOT) to ensure that these parties were supportive of any proposed improvements on their facilities. These elements were a fundamental component of the Broward MPO’s approach to ensuring any project in the 2045 MTP cost feasible plan was “program ready” – requiring that projects had a resolution of support, scope of work, cost estimate, and collaboration among partners. MPO staff also presented alongside city staff at commission/council meetings where MTP project support was sought.



*FDOT Joint Certification*  
*Part 1 – FDOT District*

Disagreements or conflicting views were resolved through individual one-on-one meetings where the involved parties came to a mutual agreement as to how the project would be reflected in the final cost feasible plan. Months before (April/May 2019) the final adoption of the cost feasible plan, a list of draft cost feasible projects were presented to our Board and advisory committees to help identify any remaining outstanding issues prior to final adoption in December 2019. In addition, the draft 2045 MTP was sent out to the MPO's TAC and CAC on October 10, 2019 and comments were accepted through November 1, 2019. Likewise, the draft 2045 MTP was shared with the MPO Board on November 15, 2019 and Board members were provided the opportunity to comment through December 12, 2019 (the date of MTP adoption). All comments were received through an Agency Review Form template, addressed in the form by staff, distributed back to the commenter and posted to the MTP webpage (see:

[http://browardmpo.org/images/WhatWeDo/2045\\_MTP/Combined\\_MTP\\_Comments\\_11262019.pdf](http://browardmpo.org/images/WhatWeDo/2045_MTP/Combined_MTP_Comments_11262019.pdf))

## **Part 1 Section 8: 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
-----

### Recommendations

None
------

### Corrective Actions

None
------

## **Part 1 Section 9: Attachments**

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Link to [MPO Joint Certification Statements and Assurances \(year 1\)](#) or [MPO Joint Certification Statement \(year 2\)](#).

---

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

N/A
-----

FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION**  
**Part 2 – MPO**



**Broward MPO**

**Joint Certification – CY 2019**

**January 2020**

Part 2 - MPO

*FDOT Joint Certification*  
*Part 2 – MPO*

Contents

Purpose ..... 1

Certification Process ..... 2

Part 2 Section 1: MPO Overview ..... 4

Part 2 Section 2: Finances and Invoicing..... 10

Part 2 Section 3: Title VI and ADA..... 14

Part 2 Section 4: Disadvantaged Business Enterprises ..... 17

Part 2 Section 5: Noteworthy Practices & Achievements ..... 19

Part 2 Section 6: MPO Comments..... 26

*FDOT Joint Certification*  
*Part 2 – MPO*

## 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.

*FDOT Joint Certification*  
*Part 2 – MPO*

## 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.

*FDOT Joint Certification*  
*Part 2 – MPO*

## 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 to the MPO: execution date - October 8, 2015; amended October 17, 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 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 fiscal year of the 2020/21 – 2021/22 UPWP. (6) Public Transportation Grant Agreement (G1633), execution date – March 1, 2019; amended September 13, 2019; effective until December 31, 2020 unless extension is requested by the MPO. This agreement is for the allocation of 5305d funds to the MPO. (7) Florida Commission for the Transportation Disadvantaged Planning Agreement (G1823): executed annually on July 1 and effective until June 30. This agreement is renewed annually. (8) Interlocal Agreement for Transportation Surtax Services between the Broward MPO and Broward County Board of County Commissioners: executed April 25, 2019; effective until December 31, 2024. This agreement is for the allocation of Surtax Funds to the MPO to cover surtax services provided to the County. (9) Interlocal Agreement for Transportation Planning Services between the Broward MPO and the City of Fort Lauderdale: executed November 14, 2019; effective until September 30, 2025. This agreement is for city funding to cover direct and indirect costs associated with MPO services provided to the city.

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

**Please Check:** Yes  No

*FDOT Joint Certification*  
*Part 2 – MPO*

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 managing 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. In addition, elements of the Southeast Florida Regional Freight Plan (SFRFP) developed in 2014 will be updated with our regional partners and will form the freight element of the 2045 RTP.

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

**Please Check:** Yes  No

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 current 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. Further, the Broward MPO has embarked on drafting its FY 2020/2021 – FY 2021/2022 UPWP and, as customary, all 10 planning

*FDOT Joint Certification*  
*Part 2 – MPO*

factors will be considered in the development of work tasks for the next two fiscal years to further the MPO's goal to move people and goods, create jobs and strengthen communities.

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 plans & studies" 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 and 2019, MPO staff organized meetings with elected officials and staff from nearly all its member governments to identify local needs for the update to the 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). Staff also followed up with each of the member governments who had identified projects in the Cost Feasible Plan prior to MTP adoption to ensure projects met the Broward MPO's program ready criteria (Scope of Work, Cost Estimate, Collaboration among Partners, and Resolution of Support). Member governments with projects in the Cost Feasible Plan were required to obtain resolutions of support for their respective projects. MPO staff attended the majority of these Commission meetings and provided an overview of the metropolitan transportation planning process. 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.

*FDOT Joint Certification*  
*Part 2 – MPO*

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

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

The MPO has periodically updated its Congestion Management Process (CMP) over the past several years and many congestion management/livability corridor studies were completed. More recently, the CMP was last updated during the development of the 2045 Metropolitan Transportation Plan (MTP). The MTP utilized model outputs from the Southeast Florida Regional Planning Model (SERPM) v8.0 to identify over-congested roadway segments and propose projects to address these issues. These projects were incorporated as part of the MTP needs assessment that became the foundation for the MTP Cost Feasible Plan. The Broward MPO has also advanced the implementation of projects resulting from the completed congestion management / livability corridor studies for Hollywood/Pines Boulevard, University Drive and State Road (SR) 7 Corridors. As corridor study projects are completed and performance measures and targets are emphasized, the Broward MPO has begun to increase its efforts to create a more robust CMP. Additional staff have been hired to focus on further developing the overall CMP and more comprehensive data needs have been identified to better measure the performance of the transportation system as well as the impacts of projects recently constructed or soon to be constructed from the CMP corridor/livability studies. Furthermore, additional funding will be allocated to the MPO's CMP efforts in the upcoming FY 2020/2021 – FY 2021/2022 Unified Planning Work Program (UPWP) to facilitate the implementation of a more robust CMP.

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 2019. Administrative updates will be made as needed to ensure all links and webpages are correct. The next PPP will be fully reviewed, updated and presented to the Board for approval in February 2023. 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 approval of the PPP at their February 14, 2019 meeting. The draft PPP was posted on the Broward MPO website and advertised in three local newspapers: South Florida Times, Sun Sentinel and El Sentinel.

*FDOT Joint Certification*  
*Part 2 – MPO*

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 2019, 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, rationale for the method of procurement, official contract agreements, advertisement notices, written proposals and oral presentation handouts, public meeting notes of the selection process, written questions and addenda posted to website, cone of silence documents, contractor selection or rejection notices 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

*FDOT Joint Certification*  
*Part 2 – MPO*

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, the Broward County Interlocal Agreement for Transportation Surtax Services and the City of Fort Lauderdale Interlocal Agreement for Transportation Planning Services. 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. 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/Chief of Staff.

## 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. Further, if MPO staff feels unsure about an expenditure, we will reach out to our federal and state partners for feedback and direction. 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 12, 2019.

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.

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

*FDOT Joint Certification*  
*Part 2 – MPO*

“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.

*FDOT Joint Certification*  
*Part 2 – MPO***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 Erica Lychak. The Assurance and complaint filing procedure is posted to our website 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 website at <http://browardmpo.org/index.php/title-vi-dbe>.

*FDOT Joint Certification*  
*Part 2 – MPO*

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 2015 and 2045 for its Metropolitan Transportation Plan (MTP). The 2015 profile is primarily based on US Census data and the 2045 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 2045 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 order to enhance our equity analyses, the MPO has developed a process to more consistently and comprehensively evaluate its plans and programs in conjunction with federal Environmental Justice (EJ) and Title VI regulations. This process is known as Transportation Planning Equity Assessment and is recognized by our federal partners as a best practice. The Broward MPO's 2045 Metropolitan Transportation Plan (MTP) update was the first of the MPO's plans and programs to utilize this tool as part of the needs assessment and cost feasible plan evaluation. With this first successful application, the MPO has begun to use the Transportation Planning Equity Assessment tool and maps for the development of other MPO core products and plans. For more information, refer to our Transportation Planning Equity Assessment page on our website 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. A number of staff also attended a Title VI workshop and peer exchange in October of 2019 offered by AASHTO. All Broward MPO staff are also provided with Title VI training as part of the onboarding process.

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

*FDOT Joint Certification*  
*Part 2 – MPO*

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 it was approved by the FTA. The DBE Plan can be found on the MPO website at <http://browardmpo.org/index.php/title-vi-dbe>. The website 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 tracks participation by receipt of completed forms requested during the solicitation process and participation data is updated in our Bidders Opportunity List. This information is monitored by MPO staff, provided on our Web site and forwarded to FDOT. The MPO provides 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

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

*FDOT Joint Certification*  
*Part 2 – MPO*

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. 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). 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 past year, some Speak Up Broward activities included Education on Complete Streets, which helped to promote a better understanding of the MPO's Complete Streets Initiative through infographics that explain, in "plain speak," the initiative. Speak Up Broward also assisted in outreach and deliverables for the Metropolitan Transportation Plan (MTP) update and produced a map 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 were needed). The MPO's approach to social media has gained national recognition as a best practice, and MPO staff presented at national peer exchanges and statewide conferences on effective and innovative social media engagement. Social media posts focus on highlighting items such as MPO news and updates (updates on MPO Core Products, Initiatives, Events and Projects), news from partners and implementing agencies, transportation-related video shares and articles on innovative transportation developments. As of January 22, 2020, we have 7,033 followers on Facebook, 2,338 followers on Twitter, 1,169 followers on Instagram, and 1,438 followers on LinkedIn. Twitter, Instagram and LinkedIn have seen extensive growth in followers over the past year.

### TRAC & RIDES Education Program

The MPO continues to work with our partners at FHWA and FDOT to bring various training programs for educators to Florida. One hands-on program 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). 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. 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 100 teams to date in AASHTO's National Bridge Building competition. The 2019-20 school year has seen an increase in the number of teams entering to compete in the bridge building competition over the year before.

#### 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. In 2019, the Broward MPO held three Think Like a Planner workshops. We have expanded the “Think Like a Planner” program to now include middle school students as well.

#### 2020 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 held on January 9, 2020. The Forum was attended by 19 Board members and included 10 in-depth sessions related to the Strategic Business Plan update, current “hot topics” in regional transportation, and a keynote address on Smart Cities/Smart County technology. Board members also participated in a robust discussion regarding the future of the MPO and potential areas for growth to provide assistance to member governments.

#### 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.

#### mySidewalk

The Broward MPO has expanded its use of the mySidewalk software. 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 has developed dashboards for the federally mandated performance measure targets using mySidewalk as well as community profiles for the 31 municipalities in Broward. These dashboards and community profiles are imbedded on the MPO website and can also be shared with the public through social media and other means.

#### Metropolitan Transportation Plan (MTP) Initiatives

The Broward MPO has completed its most robust, innovative and inclusive MTP update. Scenario planning, a transit systems plan/vision and the creation of innovative funding programs are some noteworthy practices which are included in the Commitment 2045 MTP update and summarized in the following paragraphs. Commitment 2045 Metropolitan Transportation Plan (MTP)

The Broward MPO Board unanimously adopted the Commitment 2045 MTP on December 12, 2019. The Plan established six funding programs to guide individual investments over the next 25 years and builds upon the MPO's ongoing work on congestion management, transit, Complete Streets, and Mobility Hubs. Projects identified in the cost feasible plan were rigorously vetted prior to inclusion in the Plan through one-on-one meetings with project sponsors to ensure projects were program ready. One component of the program ready process required resolutions of support for each project in the MTP. The Broward MPO attended a majority of the Commission meetings to obtain these resolutions and provided an overview of the metropolitan transportation plan process. The MPO also held outreach meetings and workshops throughout the County to provide an opportunity for public input into the Plan along with social media outreach and two telephone town halls. In addition, the 2045 MTP utilized scenario planning to inform the Needs Assessment and final Cost Feasible Plan. An analysis of the future transit network was also incorporated into the Plan and helped to inform the transit network for the Vision 2100 plan (under development) which establishes a vision (beyond transportation) for Broward out to 2100. For more information on the Commitment 2045 MTP, please visit: [www.commitment2045.org](http://www.commitment2045.org). Vision 2100

This plan builds off of the foundation set in the Commitment 2045 MTP and seeks to outline a vision for Broward out to 2100. The Vision will include a robust discussion on Land Use, Transportation, Technology, and Resiliency and how to address these elements in our future plans, programs, and policies. The 2045 MTP helped to create a transit network for 2100 that was not cost constrained and took into account future potential transit markets and available technologies. The intent of the Vision 2100 plan is to establish a guiding document for future MTP updates to ensure consistency in the investment and identification of transportation projects.

**Implementing Complete Streets and Improving Safety**

The Broward MPO has taken a leadership role in implementing Complete Streets in Broward. 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 Board unanimously approved the CSMP in an effort to continue creating a safe/balanced transportation system, healthier communities and enhance the economic vitality of the region. The CSMP developed a prioritized list of projects based on technical analysis, selected criteria, and local partner and community input. This list will be utilized to guide the Broward MPO's investment in Complete Streets. 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) comprised of non-traditional partners (health industry) to ensure health is thoroughly imbedded in the process and representatives from the FDOT design office to ensure that recommended projects were feasible from an engineering perspective.
- Developed a technical approach focused on prioritizing areas with a greater number of desired destinations, such as centers for education, employment, healthcare and access to transit to complete first- and last-mile connections. Further, the technical approach provided for a greater focus on communities with a greater need for multimodal facilities to address

the mobility needs of historically disenfranchised and underrepresented communities. • Interacted with over 1,300 community members. • Conducted Walking Audits 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. This past year, three very successful Walking Audits were conducted in the cities of Pembroke Pines, Hallandale Beach and North Lauderdale/Margate averaging about 55 participants in each Walking Audit.

#### Complete Streets Initiatives and Education

The Complete Streets Initiative, guided by the Complete Streets Advisory Committee (CSAC), promotes the Complete Streets concept and provides the necessary tools to our local governments to implement Complete Streets. The Initiative also serves as a platform to move forward active transportation projects identified in our plans, initiatives and studies from the planning stage to construction. Through the Complete Streets Initiative, the MPO has provided the following noteworthy trainings over the past year: • Americans with Disabilities Act (ADA) Transition Plan. The Broward MPO concluded phase 1 of this training series by hosting two additional trainings in 2019. Topics covered Data Collection & Data Management for Public Right-of-Way, Public Outreach, Transition Plan Implementation, Transition Plan Progress Monitoring, and Website Compliance. • Safe Streets Summit. The main intent of the summit is to promote the Complete Streets concepts, seek “buy-in” from local public officials, and provide municipal technical staff with the necessary tools to implement Complete Streets. It also 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 2019 Safe Streets Summit (February 25 & 26, 2019), held in partnership with the Palm Beach TPA and Miami-Dade TPO, was attended by more than 500 elected officials, technical staff, and transportation advocates. This Summit featured multiple mobile workshops to allow participants to experience “Complete Streets” from the user’s perspective.

#### Mobility Program

This past year, the Broward MPO broke the \$400 million mark for funded bicycle/pedestrian projects as part of its Mobility Program. 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.

#### Community Engagement Activities

• 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 June 1, 2019 in coordination with the City of Oakland Park. Approximately 80 participants attended and participated in the five-mile bike ride. Other planned activities included a bike ride for younger attendees, a bike rodeo, helmet fittings, healthy eating demonstrations, and giveaways. • Let’s Go Walking! – The MPO worked with Broward County Schools, the City of Miramar, and partners to make history. This past year (October 30), the Let’s Go Walking! to School Day event was a merger of the annual Let’s Go Walking! event and the national Walk to School Day event. Partnering agencies met hundreds of students and parents at various pick-up locations near the hosting school to walk with them along a safe route to the school. In preparation for the big event, Broward MPO along with our partners, and students and teachers, painted various crosswalks and caution signs within a mile radius of the school as a tactical urbanism demonstration to make it safer for families in the neighborhood to walk.

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. 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 three cycles featured a video created by MPO staff demonstrating the ease of filling out an application. This video is posted on our website to be easily accessible to potential applicants. This past year, based off observations and comments from CSLIP Cycles 1, 2, and 3, MPO staff adjusted the application and policies for Cycle 4. A total of 17 applications from 13 different agencies have been submitted for CSLIP Cycle 4.

#### 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 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. MPOAC Freight Prioritization Program

The Broward MPO continues to lead 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 ensures that these high-priority freight projects satisfy localized planning processes and are consistent, repeatable and well-documented. Through the Freight Prioritization Program (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. The 2019 MPOAC Freight Priorities Project List was approved by the MPOAC Freight Committee, Staff Directors Committee and the MPOAC Governing Board and was submitted 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 has created a standardized process to use in evaluating all of its plans, programs, and projects 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. 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 has utilized the Equity Assessment in the 2045 MTP to help prioritize projects for inclusion into the final Plan. MPO staff have also begun to apply the Assessment to other plans and programs. We 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.

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. Over the past two years, 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 MTPs: a transit propensity analysis, scenario planning, state and regional funding review, an electronic data inventory, and a modernized website. 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 for the Regional Transportation, as well as adding a layer of analysis for the three MPOs’ MTPs. The scenario planning explored the effects of funding, system and land use changes at the regional scale and the policies which would enable such changes. 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

The Broward MPO continues to advance the planning and implementation of Mobility Hubs. The City of Fort Lauderdale broke ground for the Downtown Fort Lauderdale Mobility Hub Streetscape project, which addresses transportation connectivity and safety with \$3.5 million in improvements. MPO staff is processing the FTA funding grant to provide the City of Hollywood with \$1 million for Mobility Hub improvements at Hollywood Boulevard and State Road 7. Mobility Hub Master plans are in process for Pembroke Pines City Center, Plantation Midtown, the Sawgrass Mills/Corporate Park area of Sunrise and Coral Springs Downtown.

#### 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

*FDOT Joint Certification*  
*Part 2 – MPO*

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. Further, the TIP document was enhanced by updating the executive summary to provide the general public with an overall funding picture for multimodal transportation modes over the next five years, including projects and programs highlights.

## **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 would like FDOT to consider changes to the current Joint Certification form, as the current form has many restrictions that makes formatting and editing difficult, resulting in responses that can be difficult to read through due to lack of formatting abilities.

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

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:

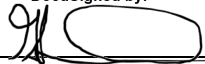
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) 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 02/06/2020.

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.

DocuSigned by:  
  
 Name: Gerry O'Reilly  
 Title: District Secretary

7/29/2020 | 10:34 AM EDT  
 \_\_\_\_\_  
 Date

DocuSigned by:  
  
 Name: Gregory Stuart  
 Title: MPO Executive Director

7/28/2020 | 1:19 PM EDT  
 \_\_\_\_\_  
 Date