



*Florida Department of Transportation*

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June 1st, 2022

Erika Thompson, Statewide Metropolitan Planning Coordinator  
Florida Department of Transportation  
605 Suwannee Street, MS 28  
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RE: 2022 Joint Certification Process  
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

In accordance with Chapter 7 of the MPO Program Management Handbook and cited Federal regulations, the Gainesville Transportation Planning Organization (TPO) and the Florida Department of Transportation (FDOT) must jointly certify the metropolitan transportation planning process. The FDOT and Gainesville TPO initiated the process in January 2022 and concluded with approval of the Joint Certification Statement on June 1<sup>st</sup>, 2022. The FDOT review did not identify any corrective actions.

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

This transmittal includes the Final Certification Package including all signed certifications and assurances.

Please let me know if you have any questions or need additional information.

*Mari Schwabacher*

Mari Schwabacher  
Gainesville TPO Liaison  
FDOT District Two



**Gainesville MTPO**  
**Joint Certification 2022**  
**3/17/2022**

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## Purpose

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

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

## Certification Process

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

FDOT's [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

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

## **Part 1**

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

## Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

**Please Check:** Yes  No

The Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated 5/26/04 needs to be reaffirmed in 2024. The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement dated 1/26/07 needs to be updated in 2022. The Metropolitan Transportation Planning Organization administrative staff services agreement with the North Central Florida Regional Planning Council dated 10/27/16 was renewed by 10/28/21. The Metropolitan Transportation Planning Organization staff services interlocal agreement with the City of Gainesville for the Bicycle/Pedestrian Advisory Board dated 5/22/02 will be renewed in 2022.

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

**Please Check:** Yes  No

Although the Gainesville Metropolitan Area boundary does not abut the Ocala/Marion County Transportation Planning Organization boundary, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area coordinates as needed regarding projects crossing both jurisdictions. These metropolitan planning organizations have established a regional executive committee for the purpose of coordinating Florida Department of Transportation Transportation Regional Incentive Program grant applications and programming. In addition, the Metropolitan Transportation Planning Organization participates in the Florida Metropolitan Planning Organization Advisory Council and utilizes this organization for statewide coordination with other metropolitan planning organizations within Florida.

The last meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area-Ocala/Marion County Transportation Planning Organization Transportation Regional Incentive Grant Program Executive Committee was held on 2/16/16. At that meeting, the Executive Committee approved the Transportation Regional Incentive Program grant application for the SW 62nd Boulevard Connector two-lane roadway interim project in the Gainesville Metropolitan Area.

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

**Please Check:** Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning process provides for consideration of the Fixing America's Surface Transportation Act 10 Planning Factors as specified in the Unified Planning Work Program (Appendix C), List of Priority Projects

(Appendix A) and Year 2045 Long-Range Transportation Plan  
[http://ncfrpc.org/mtpo/publications/UPWP/UPWP\\_2021\\_2022\\_amend\\_ftay2a.pdf](http://ncfrpc.org/mtpo/publications/UPWP/UPWP_2021_2022_amend_ftay2a.pdf)  
<http://ncfrpc.org/mtpo/publications/LOPP/2021/LOPP21b.pdf>  
[http://ncfrpc.org/mtpo/publications/LRTP2045/TechnicalReport7\\_Year2045CostFeasiblePlan01-14-20215P.pdf](http://ncfrpc.org/mtpo/publications/LRTP2045/TechnicalReport7_Year2045CostFeasiblePlan01-14-20215P.pdf)

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

**Please Check:** Yes  No

The transportation plans and programs of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, including the Transportation Improvement Program, Unified Planning Work Program and Long-Range Transportation Plan, are based on a continuing, comprehensive and cooperative process. It is continuing, comprehensive and cooperative in that for the duration of the planning process, the Metropolitan Transportation Planning Organization with the advice of its advisory committees and opportunities for input from freight shippers, public transportation providers and users, adjacent local governments, special interest groups and the general public at-large, has developed its required planning documents with these groups and with the coordination of the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and the Metropolitan Planning Organization Advisory Council.

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

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

The Multimodal Level of Service Report was updated 3/12/21. The Mobility Plan Status Report was updated 1/30/20. The Transit Ridership Monitoring Report was updated 8/24/20.  
<http://ncfrpc.org/mtpo/publications/LOS/LOS20RPTGT.pdf>  
<http://ncfrpc.org/mtpo/publications/GMACMP/statusrpt18.pdf>  
[http://ncfrpc.org/mtpo/publications/Transit/Transit\\_Ridership\\_Monitoring\\_Report\\_2019a.pdf](http://ncfrpc.org/mtpo/publications/Transit/Transit_Ridership_Monitoring_Report_2019a.pdf)

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

**Please Check:** Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reviewed and approved revisions to its Public Involvement Plan on July 14, 2021.



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

**Please Check:** Yes  No

A draft copy of the Public Involvement Plan was made available on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website. Draft copies were distributed to Alachua County Library District Downtown, Fred Cone and Tower Road branch libraries within the Gainesville Metropolitan Area. The Millhopper branch was inaccessible due to building renovations, Legal advertisements were posted on the gainesville.com and alligator.org websites and placed in The Gainesville Sun on May 6, 2021, The Gainesville Guardian on May 6, 2021 and The Independent Florida Alligator on May 10, 2021.

## Part 1 Section 2: Finances and Invoicing

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

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

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

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

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

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

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

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

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

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

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

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

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

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

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

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

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

Please Check: Indirect Rate  De Minimis Rate  N/A

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

N/A

## Part 1 Section 3: Title VI and ADA

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

**Please Check:** Yes  No

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

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

**Please Check:** Yes  No

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

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

**Please Check:** Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints that is in compliance with the Florida Department of Transportation procedure. A description of the Metropolitan Transportation Planning Organization non-discrimination complaint process is included in the Public Involvement Plan. A blank copy of the Title VI Complaint/Comment form can be downloaded from the Metropolitan Transportation Planning Organization website at [http://ncfrpc.org/mtpo/publications/Title\\_VI/TVI\\_Complaint\\_Form.pdf](http://ncfrpc.org/mtpo/publications/Title_VI/TVI_Complaint_Form.pdf).

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

**Please Check:** Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area collects appropriate demographic data to document nondiscrimination and equity in its plans, programs, services and activities. Demographic information is included in the Public Involvement Plan.

5. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

**Please Check:** Yes  No

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

1. University of Florida Transportation Institute Webinar: *Intro Transportation Equity* on March 31, 2021;
2. Florida TRANSPLEX Webinar: *Getting from Here to There -- Progress Toward Equity and Inclusiveness* on April 16, 2021 [recording];
3. University of South Florida Webinar - *A Transportation Professional's Guide to Utilizing Video Technology Part 1 of 2* on June 16, 2021;
4. University of South Florida Webinar - *A Transportation Professional's Guide to Utilizing Video Technology Part 2 of 2* on June 23, 2021;
5. United States Department of Transportation Webinar - *Transportation Equity at United States Department of Transportation - Information Session* on June 25, 2021;
6. Federal Highway Administration Americans with Disabilities Act Webinar: *Local Planning Agency Experiences in Transition Plan Implementation* on July 14, 2021; and
7. Federal Highway Administration Americans with Disabilities Act Webinar: *Disability Advisory Groups Involvement in Local Planning Agency Transition Plan Implementation* on July 21, 2021.

6. Does the MPO keep on file for five years all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

**Please Check:** Yes  No

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

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

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

**Please Check:** Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area uses a qualifications based selection process that is consistent with 2 Code of Federal Regulations 200.320(a-c), Appendix II to Part 200 - Contract Provision and 23 Code of Federal Regulations, and Florida Statutes as applicable. The qualifications do include any preferences.

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

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

**Please Check:** Yes  No

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

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

**Please Check:** Yes  No

N/A

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

**Please Check:** Yes  No

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

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

Please Check: Yes  No

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

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

Please Check: Yes  No

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area includes its Disadvantaged Business Enterprise Utilization policy statement in its Unified Planning Work Program. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area follows the guidelines outlined in the Florida Department of Transportation Disadvantaged Business Enterprise Program Plan.

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

Please Check: Yes  No

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

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

Please Check: Yes  No



The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff will complete GAP system training by June 30, 2022.

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

**Please Check:** Yes  No

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

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

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

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

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

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

- a)  Minority business
- b)  Local business
- c)  Disadvantaged business
- d)  Small business
- e)  Location (physical location in proximity to the jurisdiction)
- f)  Materials purchasing (physical location or supplier)

- g)  Locally adopted wage rates
- h)  Other: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

## Part 1 Section 5: Noteworthy Practices & Achievements

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

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

1. Annual Multimodal Level of Service Report for 2020 traffic count data; and
2. Annual Transit Ridership Report for 2020 ridership data.

Due to the persistence of the COVID-19 Public Health Emergency, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

1. Conducted off-site, hybrid (on-site and virtual) and virtual staffing and hybrid and virtual public meetings, public workshops and public hearings in accordance with its Continuity of Operations Plan;
2. Conducted hybrid and virtual public meetings and public workshops in accordance with its Public Involvement Plan;

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area completed, transmitted and posted its Year 2045 Long-Range Transportation Plan Final Report.

## **Part 1 Section 6: MPO Comments**

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

None



**Gainesville MTPO**  
**Joint Certification 2022**  
**5/10/2022**

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*FDOT Joint Certification  
Part 2 – FDOT District*

## Purpose

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

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

*FDOT Joint Certification*  
*Part 2 – FDOT District*

## Certification Process

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 9: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 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 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

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

*(1) The subrecipient's prior experience with the same or similar subawards;*

***(2) The results of previous audits including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;***

***(3) Whether the subrecipient has new personnel or new or substantially changed systems; and***

*(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

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

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

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

*(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the*

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Part 2 – FDOT District*

*subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*

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

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

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

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

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

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

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

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

*FDOT Joint Certification*  
*Part 2 – FDOT District*

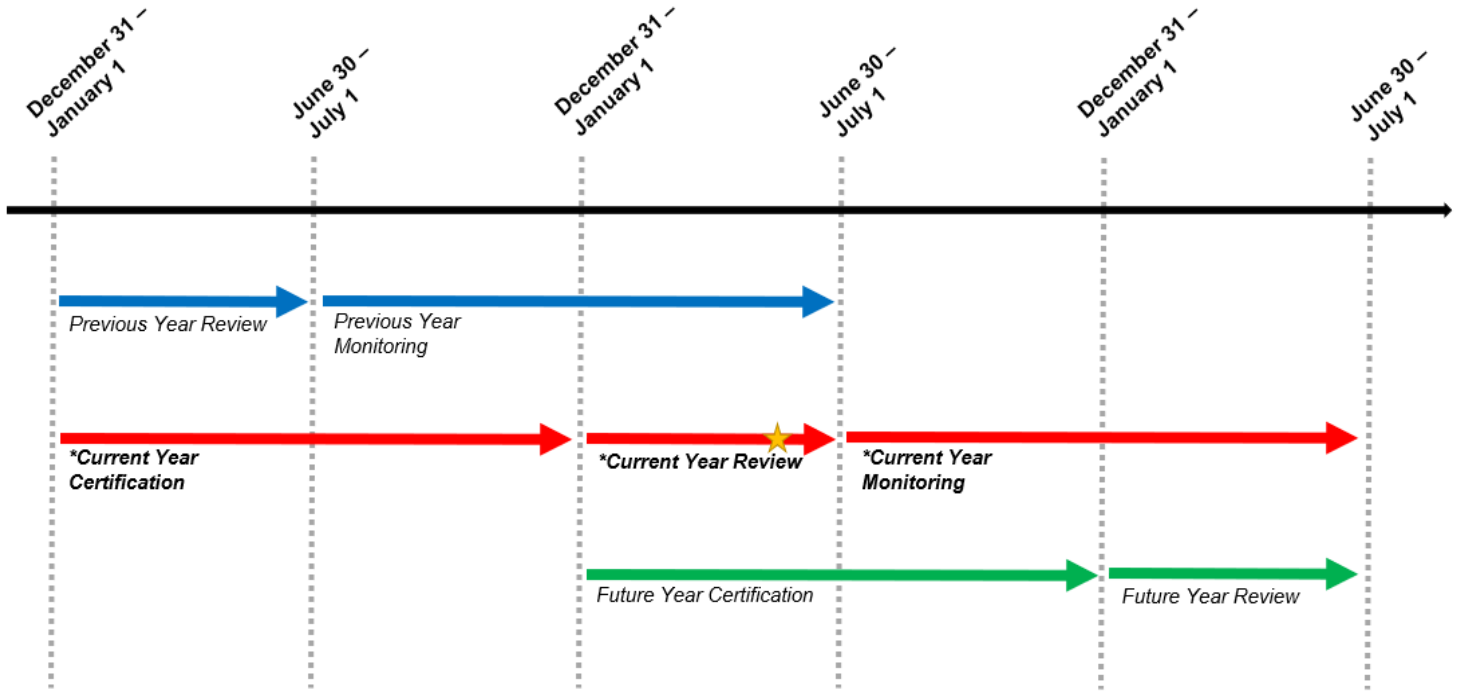
The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The 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

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## **Part 2**

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

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## Part 2 Section 1: Risk Assessment

### MPO Invoice Submittal

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

**Table 2. MPO Invoice Submittal Summary**

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
3	1/1/21-3/31/21	5/19/21	N
5	4/1/21-6/30/21	8/2/21	N
8	7/1/21-9/30/21	11/17/21	N
9	10/1/21-12/31/21	2/1/22	N
<b>MPO Invoice Submittal Total</b>			
<b>Total Number of Invoices that were Submitted on Time</b>			<b>4</b>
<b>Total Number of Invoices Submitted</b>			<b>4</b>

### MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.

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- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

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

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

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

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
<i>Invoice 3</i>	7
<i>Invoice 5</i>	7
<i>Invoice 8</i>	7
<i>Invoice 9</i>	7
<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	<b>28</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** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

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

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

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
<i>Invoice 8</i>	7
<b>MPO Supporting Documentation Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	

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



*FDOT Joint Certification*  
*Part 2 – FDOT District***Technical Memorandum 19-04: Incurred Cost and Invoicing Practices**

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

Please Check: Yes  No  N/A **Risk Assessment Score**Please use the Risk Assessment worksheet to calculate the MPO's risk score. Use **Table 5** as a guide for the selecting the MPO's risk level.**Table 5. Risk Assessment Scoring**

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

**Risk Assessment Percentage:** 100**Level of Risk:** **Low**

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

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

**Please Check: Yes**  **No**

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 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

2045 LRTP Adopted August 26 <sup>th</sup> , 2020 <a href="#">Long Range Transportation Plan (ncfrpc.org)</a>
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## Part 2 Section 3: Transportation Improvement Program (TIP)

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

**Please Check: Yes**  **No**

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 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

Gainesville TIP FY 2021-22 to 2025-26 Adopted July 14, 2021  
[Microsoft Word - TIPDOC21d.docx \(ncfrpc.org\)](#)

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

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

**Please Check: Yes**  **No**

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 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

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## **Part 2 Section 5: Clean Air Act**

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

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

Title(s) of Attachment(s)

N/A
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## **Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding**

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

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

## Part 2 Section 7: MPO Procurement and Contract Review

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

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

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

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

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

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

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

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

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

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

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

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

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



## Part 2 Section 8: District Questions

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

1. Question

PLEASE EXPLAIN
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2. Question

PLEASE EXPLAIN
----------------

3. Question

PLEASE EXPLAIN
----------------

4. Question

PLEASE EXPLAIN
----------------

5. Question

PLEASE EXPLAIN
----------------

## **Part 2 Section 9: Recommendations and Corrective Actions**

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the problem must be corrected by the MPO.

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

PLEASE EXPLAIN

### **Recommendations**

FDOT Recommends the update of Gainesville MTPO's website.

### **Corrective Actions**

PLEASE EXPLAIN

## **Part 2 Section 10: Attachments**

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

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

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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 Gainesville MTPO with respect to the requirements of:

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 17, 2022.

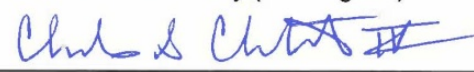
Based on a joint review and evaluation, the Florida Department of Transportation and the Gainesville MTPO recommend that the Metropolitan Planning Process for the Gainesville MTPO be certified.

DocuSigned by:  


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

6/8/2022 | 4:53 PM EDT

Date



Name: Charles S. Chestnut IV  
Title: MPO Chairman (or designee)

04/25/22

Date