



SPECIAL BOARD MEETING

Wednesday, March 7, 2018
2:00 pm

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public
5. Approval of Agenda
6. Discussion Items
 - 6a. Federal Certification Review Closeout: Presentation by the Federal Highway Administration (FHWA) of the findings of the quadrennial certification review of the St. Lucie TPO.

Action: Provide comments to FHWA.
 - 6b. Surface Transportation Block Grant (STBG) Funding Allocation Workshop: Review and discussion of the allocation of STBG funding to transportation projects and planning with representatives from FHWA, Florida Department of Transportation, and the Broward Metropolitan Planning Organization.

Action: Discuss and provide direction to Staff.
7. Recommendations/Comments by Members
8. TPO Staff Comments
9. Next Meeting: The next St. Lucie TPO Board Meeting is a regular meeting scheduled for 2:00 pm on Wednesday, April 4, 2018.
10. Adjourn

NOTICES

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at lathoum@stlucieco.org.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of **the public's health, safety, welfare, and as necessary to protect every person's right of access**. If any person decides to appeal any decision made by the St. Lucie TPO with respect to any matter considered at this meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.

AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Board

Meeting Date: March 7, 2018

Item Number: 6a

Item Title: Federal Certification Review Closeout

Item Origination: Federal Highway Administration (FHWA)

UPWP Reference: Task 1.1: Program Management

Requested Action: Provide comments to FHWA

Staff Recommendation: It is recommended that the TPO Board provide comments to FHWA based on the presentation.

Attachments

- Staff Report
- 2017 Certification Report

MEMORANDUM

TO: St. Lucie TPO Board

FROM: Peter Buchwald
Executive Director

DATE: February 27, 2018

SUBJECT: Federal Certification Review Closeout

BACKGROUND

The St. Lucie TPO is located within a Transportation Management Area (TMA), which is an urbanized area with a population of over 200,000 residents, known as the Port St. Lucie, Florida TMA. Federal regulations require that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT) jointly certify at least every four years that the planning processes of the TMA meet the Federal requirements. As the last Federal Certification Review of the St. Lucie TPO was conducted in 2013, a Federal Certification Review of the TPO was conducted last year.

FHWA was to present the findings of the 2017 Federal Certification Review, which is also known as a "Closeout", at the TPO Board Meeting last December. However, FHWA could not appear at the meeting due to a last-minute illness. Therefore, the TPO Staff presented the findings of the 2017 Federal Certification Review which were unanimously accepted at the meeting by the TPO Board.

Subsequent to the December meeting, FHWA requested to present the findings in person even though the TPO Board has already accepted the findings. Due to Federal Budget uncertainties, FHWA was unable to travel until now. As a Surface Transportation Block Grant (STBG) Funding Allocation Workshop was requested by the Board, it was identified to be an appropriate and efficient opportunity for FHWA to provide the Closeout Presentation prior to the STBG Funding Allocation Workshop.

ANALYSIS

The Closeout Presentation will summarize that, during the Federal Certification Review, no corrective actions, five noteworthy practices, and six recommendations were identified to improve the current planning process of the TPO. In addition, it will certify that the transportation planning process of the Port St. Lucie TMA substantially meets the Federal planning requirements and that this certification will remain in effect until September 2021.

RECOMMENDATION

It is recommended that the TPO Board provide comments to FHWA based on the presentation.



2017 Certification Report

Port St. Lucie Transportation Management Area

**Martin MPO
St. Lucie TPO**

Prepared by:

Federal Highway Administration
Florida Division

Federal Transit Administration
Region 4

September 2017

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Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit with a public meeting, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report, and a certification review closeout presentation to the Transportation Planning Organization (TPO) or Metropolitan Planning Organization (MPO) governing board.

A joint FHWA/FTA Federal Review Team conducted a review of the Port St. Lucie Florida TMA, including site visits in April 2017. The Port St. Lucie Florida TMA consists of the St. Lucie TPO and the Martin MPO. Since the last certification review in 2013, this TMA has made improvements to its transportation planning processes.

This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements. The Federal Review Team identified ten (10) noteworthy practices, ten (10) recommendations, and two (2) corrective actions during the review, which can be found in the Findings/Conclusions sections of this report.

Based on the overall results of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Port St. Lucie TMA, which is comprised by the St. Lucie TPO and the Martin MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C since the corrective actions stated in this report have already been addressed. This certification will remain in effect until **September 2021**.

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Overview of the Certification Process

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the FHWA and the FTA must jointly certify the planning process of TMAs “not less often than once every four years”. TMAs are distinguished as areas containing a population of 200,000 or greater. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the MPO or TPO, Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal Federal Review Team presentation of the review’s findings at a future MPO Board Policy meeting.

The Port St. Lucie TMA is comprised of the Martin MPO and the St. Lucie TPO. The certification review of the TMA includes a review of transportation planning processes for each of these T/MPOs and regional coordination activities. The site visit for the Martin MPO was held April 26-27, 2017, in Stuart, Florida. The site visit for the St. Lucie TPO was held April 24-25, 2017, in Port St. Lucie, Florida.

During these site visits, the Federal Review Team met with the staff of the Martin MPO and St. Lucie TPO, the FDOT, associated transit providers and authorities, several Martin County department representatives, elected officials, other partnering agencies, and the public. (See **Appendices A and D** for a list of each site visit participants and **Appendix B and E** for the site visit agendas)

A public meeting was held separately for each MPO for this certification review. The public meeting for Martin MPO was held on Thursday, April 27, 2017. The public meeting for St. Lucie TPO was held on April 5, 2017. The purpose of the public meetings was to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process was meeting the needs of the area. The public was notified of the public meetings at each T/MPO through news media advertisement, T/MPO email distribution, and webpage notices. Members of the public attended the public hearing. For those that could not attend the public meetings or who did not want to speak at the public meetings, contact information for the Federal Review Team was provided. Members of the public were given at least 30 days from the date of the public meeting to mail, fax or email their comments. They could also request a copy of the certification review report via these methods. One letter with comments regarding the St. Lucie

TPO's process was received by the Federal Review Team and no additional comments beyond those received at the public meeting were received for the Martin MPO's process. A copy of the minutes from the public meetings, as well as a summary of the comments received, are provided in **Appendices C and F**.

Part I. Martin Metropolitan Planning Organization

Section I. Previous Certification Findings Status/Update

The following is a summary of the previous recommendations made by the Federal Review Team to the Martin MPO and their current status. The report for the MPO's last certification review was published in September 2013. There were No Corrective Actions identified in the prior report.

Recommendations:

- 1. Freight Planning:** The Federal Review Team recommends the Martin MPO better integrate freight providers and freight issues throughout the transportation planning process relating to the specific and unique freight needs of this community and region.

Update: The MPO staff has worked to engage the various freight providers within the MPO area since the last Federal Joint Certification. The MPO Board and staff are members of the Metropolitan Planning Organization Advisory Council (MPOAC) Freight Committee and are making presentations related to freight corridors and issues to local chambers, freight providers, and other organizations. With freight provider collaboration, the MPO has undertaken several freight projects, including an Florida East Coast (FEC) Railway Grade Separation Study and a regional waterways plan with the St. Lucie TPO.

- 2. Continuity of Operations Plan (COOP):** The Federal Review Team recommends the Martin MPO have a COOP that has been tested and modified as needed before the next hurricane season.

Update: Modifications were adopted in December 2015 to the COOP to reflect issues identified when the MPO activated it in August 2015 for Tropical Storm Erica.

- 3. Title VI and Environmental Justice:** Since the MPO recently experienced significant staff turnover, the Federal Review Team recommends that the MPO continue regular examination of its Title VI/Nondiscrimination Program, including ensuring that all requirements are being met.

Update: After the last Federal Certification, the MPO began reviews of these plans annually and completes an annual report of the results for the MPO Board. The MPO achieved 100% completion of their measures reviewed in the last couple of years.

- 4. Title VI and Environmental Justice:** Like most Florida MPOs, Martin uses protected class data to ensure Environmental Justice (EJ) through targeted outreach and public involvement. However, unlike other MPOs, Martin has begun

using this information to track or trend possible discrimination or to analyze plans/projects to assess equitable distribution of benefits or avoidance of disproportionate adverse impacts. FHWA and FTA are releasing guidance on how to better collect, analyze and use demographic data. More information and technical assistance will be available in the coming year. In the meantime, the Review Team recommends the MPO to continue exploring data in relationship to its work products to identify benefits and burdens, and to ensure nondiscrimination. For example, are LRTP projects in low income or minority neighborhoods designed to increase access to centers of employment, reduce time or burden in reaching important government services, or remedy past discriminatory transportation decisions?

Update: The MPO prepared an update to the 2012 Community Characteristics Inventory (CCI) Report using the 2015 five-year American Community Survey (ACS) data. The Community Characteristics Report Update serves as a resource to other agencies such as the Martin County Growth Management Department and the County's Community Redevelopment Agency (CRA). The information collected in this report supplements the information in the Public Involvement Plan (PIP) and includes data on minority, age, poverty, mobility, and Limited English Proficiency. The Title VI plan was also updated to include demographic tables.

- 5. Title VI/ADA/504:** Martin MPO collected significant social and economic data when developing its Bicycle Pedestrian Action Plan, yet it admits that Americans with Disability Act (ADA) transition planning was not a focus in Plan development. The Federal Review Team recommends that, at a minimum, the Plan specify that it was developed with participation of the community that is disabled and that the MPO makes efforts to ensure accessibility in all of its programs, services and activities to the maximum extent feasible. Ideally, however, the MPO should consider adding public right of way accessibility as a component of its Plan, thereby ensuring that projects of critical importance to those with disabilities are prioritized along with those of interest to bicyclists. The MPO can look to the United States Department of Justice (USDOJ) ADA Toolkit or to 28 CFR 35.105 and 150(d) for guidance, or develop its own method of planning for or assisting its local agencies with accessibility on public rights of way.

Update: The MPO used the open houses and outreach efforts for the development of the 2040 LRTP to educate the public and to gather information on accessibility needs. Additionally, specific outreach efforts were conducted to engage this community to ensure they were represented and had input into the 2040 Plan update. Staff attended training in December 2016 and February 2017, and are using the information and knowledge gained from these trainings to increase future outreach strategies during the MPOs planning process as well.

- 6. Linking Planning and the National Environmental Policy Act (NEPA):** The review team recommends the Martin MPO provide a discussion in the LRTP of the types of environmental mitigation strategies that may have the greatest potential

to restore and maintain the environmental functions affected by the metropolitan transportation plan. The potential areas for which these strategies can be used should also be included.

Update: The 2040 LRTP includes a chapter to address and discuss environmental mitigation strategies and to document the coordination and consultation efforts with state and local regulatory agencies.

7. **Long Range Transportation Plan:** The Federal Review Team recommends the Martin MPO review and consider current federal laws and regulations, as well as the recently released LRTP Expectations Letter as staff develops the next update to their LRTP. The “LRTP Expectations Letter” issued jointly by FHWA and FTA in the Fall of 2012 provides updated guidance related to FDOT and MPO provisions of operations and maintenance costs. The next Regional Long Range Transportation Plan (RLRTP) is expected to show these maintenance costs as outlined in the LRTP Expectations Letter.

Update: The Martin MPO’s 2040 LRTP includes the operations and maintenance costs and used the 2012 Expectations Letter as a guideline to ensure all requirements were met.

8. **Transportation Improvement Program (TIP) - Fiscal Constraint:** The Federal Review Team acknowledges that the Martin MPO includes broad language related to fiscal constraint within the financial plan and financial summary sections of the 2012/13-2016/17 TIP. Although these explanations convey an understanding of fiscal constraint, the Federal Review Team recommends additional documentation to support the TIP in displaying fiscal constraint beyond the general statement that the TIP is constrained by year and the MPO adheres to the FDOT Work Program. For example, through the use of additional text or illustrative tools, such as tables or figures consistent with MPO statements, the MPO will be transparent to the public on the TIP’s fiscal constraint.

Update: The MPO’s 2015/2016 and later TIPs include tables and pie charts to demonstrate fiscal constraint of the TIP.

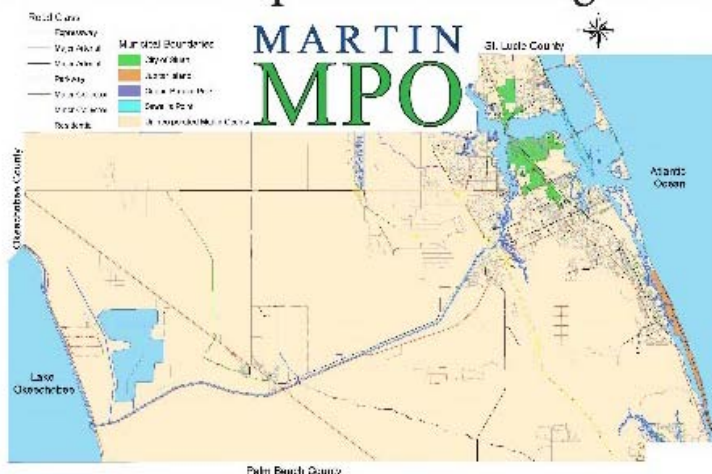
9. **Transportation Improvement Program – Transit Projects:** The Federal Review Team recommends that the MPO staff coordinate with FDOT and public transportation operator(s) to ensure that transit projects are included in the Annual List of Obligated projects.

Update: This item is a corrective action finding in this report and was recently addressed.

Section II. Boundaries and Organization (23 CFR 450.310, 312, 314)

A. Description of Planning Area

Martin Metropolitan Planning Area



The MPO Planning Area includes all of Martin County, Florida, which includes the City of Stuart and the Towns of Jupiter Island, Ocean Breeze, and Sewall's Point. The Planning Area is in the Treasure Coast Region of Southeastern Florida and bordered by St. Lucie County to the north, the Atlantic Ocean to the east, Palm Beach County to the south, and Okeechobee County and Lake Okeechobee to the west.

Since the last joint Federal TMA Certification, the MPO planning area population was estimated to increase from 147,203 to 149,800 between 2012-2015. (Martin County 2015 Population Technical Bulletin). Based on the American Community Survey five-year data from 2011-2015, the population shift in Martin County has occurred primarily in the planning areas of Port Salerno/76 Corridor and the Stuart Urban Area. The North River Shores planning area, a 163-acre residential area of "Beau Rivage", was deannexed from St. Lucie County and brought under the jurisdiction of Martin County. The Martin Metropolitan Planning Area (MPA) boundaries were modified to include these 240 single family homes in the annexed area.

The St. Lucie TPO shares a geographic portion of the Port St. Lucie TMA with the Martin MPO. The *Interlocal Agreement for Creation of the Metropolitan Planning Organization*, dated September 13, 2006, addresses the responsibilities of both MPOs for their share of the overall MPA.

B. Metropolitan Planning Organization Structure

The Martin MPO is the primary agency responsible for transportation planning in Martin County. The MPO is a division of the County Engineering Department overseen by the County Engineer. Within the MPO there are five staff positions: MPO Administrator, Senior Planner, Planner II, Associate Transit Planner, and Administrative Specialist II.

The MPO is governed by a Policy Board. Reporting to the Policy Board are Citizen, Bicycle/Pedestrian and Technical MPO advisory committees and the Local Coordinating Board for the Transportation Disadvantaged. The Martin MPO Policy Board membership is comprised of four (4) County Commissioners, two (2) Commissioners from the City of

Stuart, one (1) Commissioner from the Town of Sewall's Point, and non-voting representatives from FDOT, the St. Lucie TPO, and Indiantown Neighborhood Advisory Committee. Discussion is currently underway to consider the possibility of changing the Indiantown seat on the Board to a voting member. The City of Stuart is the largest incorporated city in Martin County.

C. Agreements

In addition to the standard MPO agreements for the establishment of the MPO, federal funding eligibility and public transportation coordination, the MPO also has the following agreements currently in place:

- 1) A Staff Services with Martin County for Administrative Support Services;
- 2) Interlocal Agreement with Indian River MPO and St. Lucie TPO to create the Treasure Coast Transportation Council for regional activities;
- 3) A Memorandum of Understanding between the St. Lucie TPO, Indian River MPO and the Martin MPO to develop a RL RTP; and,
- 4) An Interlocal Agreement for Creation of the MPO that addresses the responsibilities of both MPOs for their share of the overall MPA.

The Martin MPO's agreements are current and appear to satisfy the federal requirements as outlined in 23 CFR 450.314.

Section III. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Martin MPO has addressed the required planning factors throughout the planning process and in developing transportation planning products such as the LRTP, TIP, and UUPWP.

B. Air Quality

The Martin MPO is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS). Staff is monitoring air quality readings within their geographic area, as well as the regulatory actions of the United States Environmental Protection Agency (USEPA).

C. Bike and Pedestrian Planning Activities

The importance of bicycle and pedestrian facilities in Martin County was seen during the development of the 2040 LRTP. This theme is evident throughout the document,

culminating in the dedicated funding from the Livable Communities Initiative (LCI) in the Multimodal Cost Feasible Plan (CFP).

The MPO obtains input on planning products from the Bicycle and Pedestrian Advisory Committee (BPAC). The BPAC meets every other month, or as needed, and is comprised of individuals with disabilities, parents of a school child and bicycle community representatives, to name a few. Through the development of the 2016 Bicycle and Pedestrian Safety Action Plan (BPSAP), members of the MPO advisory committees and residents identified high crash areas for bicyclists and pedestrians within Martin County. A stakeholder group composed of representatives from FDOT, City of Stuart CRA, Martin County School District, and local police departments also provided input on methods for bicycle and pedestrian safety improvements. Signal Four Analytics, a database managed by the University of Florida, was used to determine the quantitative crash data reported by various law enforcement agencies. This data includes both Long Form and Short Form crash reports on all roadways in Martin County and includes information such as location, severity of injury, time of day, and road condition.

The Martin MPO is currently developing a Bicycle, Pedestrian and Trails Master Plan. Once the Plan is completed, a priority list will be assembled to prioritize and select bicycle and pedestrian improvement projects. As funding opportunities become available, this prioritized list will be used to determine which projects to pursue. It will also be used to select projects to include in the MPO List of Project Priorities, which guides the development of the FDOT Tentative Work Program. The MPO UPWP also has dedicated funding for specific bicycle and pedestrian planning activities.

D. Transit

The Martin County Board of County Commissioners provides transit service throughout Martin County, Florida through contracts for their fixed route and paratransit services. Martin County has contracted out the public transit on-street operations, vehicle maintenance and trip scheduling. Additional public transit program activities are performed by County Staff. The operations contractor is also the Community Transportation Coordinator of transit services for the transportation disadvantaged population of Martin County. According to the 2014 National Transit Database, Martin County operates five (5) buses and six (6) demand response vehicles, and handles approximately 45,000 trips annually in a service area with a population of 146,000.

The MPO coordinates with FDOT and Martin County Transit in the development of the TIP, LRTP, and UPWP. The MPO and Martin County Transit staff work closely on all transit planning activities. It is a common practice for the transit agency and the MPO to coordinate on various major planning studies, including the Transportation Development Plan (TDP). The MPO is also currently conducting a transit operations center feasibility study in 2017.

The transit agency is closely involved in the MPO planning process with the review of the LRTP, TIP, and UPWP through the various subcommittees. The working relationships noted above have established a high level of cooperation between Martin County Transit and the MPO in the transportation planning process for the metropolitan area.

The Martin County MPO is the sub-recipient of FTA Section 5305(d) Statewide and Metropolitan Planning program funding awarded and passed through from FDOT. The FTA Apportionment for Section 5307 Urbanized Area formula funds is to the Port St. Lucie Urbanized Area (UZA), which includes St. Lucie and Martin Counties. There is a split agreement in place that is applied to the UZAs FTA 5307 Apportionment to divide the funding between each transit agency. The split agreement is provided to FTA annually. After the funds are divided, each transit agency applies to FTA for the Section 5307 funding. Transit funding is also provided to Martin County Transit by FDOT.

Corrective Action: The Federal Review Team identified one corrective action related to Transit. For more details about this corrective action, please see Section X.

E. Intelligent Transportation Systems (ITS)

The Martin MPO works closely with the traffic and growth management aspects of the county government. The MPO is currently housed within the Engineering Department of Martin County, and a representative of the Engineering Department is a member of the MPO's Technical Advisory Committee (TAC). Consequently, there is regular communication through direct access and committee membership during the planning process to ensure consistency between the regional architecture, the Automated Traffic Management System (ATMS), and the MPO's project ranking and selections, and Plan development. At a regional level, the MPO participates in the Treasure Coast Traffic Incident Management Team. The MPO also participates in ITS activities at a state level through the MPOAC.

The ITS regional architecture was last modified by the FDOT in January 2016. The FDOT led a cooperative effort with the MPOs in the District to ensure the MPOs provided input on the changes.

F. Freight Planning

The Martin MPO recognizes the statewide emphasis on freight economic development. The MPO staff participates in the Chamber of Commerce's Transportation Local Government committee, where freight issues are discussed, and the staff has created a Freight Contacts directory, identifying freight providers to participate on MPO advisory committees. The MPO also works with FDOT on the planning and programming of projects from the Florida Strategic Intermodal System (SIS), which include roadways (I-95, SR 710 and the Turnpike), waterways (Atlantic Intracoastal and Okeechobee Waterways) and railways (Florida East Coast and CSX Railroads).

Freight goals are documented in the 2040 LRTP and are consistent with the Florida SIS. The LRTP also includes a performance measure to support improvements to major roadway freight corridors. This measure will be tracked by identifying the percent of vehicle miles of travel operating at or better than the adopted Level of Service (LOS) standard on freight corridors.

Goods movement in Martin County is primarily via trucks on the existing roadway network. However, with the anticipated increase in railway freight through Martin County, the MPO commissioned a railway grade separation study by its general planning consultant in 2016 to facilitate the flow of multimodal traffic and goods at grade crossings. MPO staff participates on the Statewide Freight Committee for the MPOAC, and the Statewide Model Task Force to stay informed on freight issues and regional movement of goods.

Recommendation: The Federal Review Team offers one recommendation for the MPO staff to improve freight planning in the region. For more details about the recommendation, please see Section X.

G. Security Considerations in the Planning Process

The Martin MPO has a COOP. In August 2015, Tropical Storm Erika formed and was projected to impact the East Coast of Florida. Due to the projected storm path, the Local Coordinating Board (LCB) for the Transportation Disadvantaged meeting and the LCB Annual Public Hearing were cancelled and the MPO's COOP was activated. Because of the activation and the after-action review, the MPO Board approved several changes to the COOP. These changes modified the COOP to address all hazards rather than just storms, identified an Alternative Relocation Point, and established procedures with the Director of Information Technology Services for the restoration of MPO documents.

Security is addressed in the 2040 LRTP Goals and is identified as one of the characteristics of the MPO's Livable Communities Initiative. Additionally, the MPO's UPWP incorporates a matrix to demonstrate which of its tasks address the security planning factor.

H. Safety Considerations in the Planning Process

Safety is a critical aspect of transportation planning during the 3-C (Continuing, Comprehensive and Cooperative) planning process. The 2040 LRTP has specific safety goals and performance measures identified, and the MPO utilizes its position of being housed within the County's Engineering Department by working closely with the engineers for crash related data. The Martin County Engineering Department's Traffic Division has continued to develop a Crash Surveillance Report to identify high collision roadways and intersections in Martin County. The MPO staff regularly uses the Martin County Crash Database to review the latest collision data when applicable.

During Fiscal Year 2015/16, the Martin MPO developed its Bicycle and Pedestrian Safety Action Plan. The data in this report was used to determine the high frequency of bicycle and pedestrian crash locations and/or “near misses”. The “4Es – Engineering, Enforcement, Education, and Emergency Medical Services (EMS)” concept was used to develop strategies to enhance safety within the county, a concept derived from the 2012 Florida Strategic Highway Safety Plan (SHSP).

Additionally, the bicycle and pedestrian collision data that was collected was used by the FDOT Capital Projects Division and MPO staff to help determine funding priority areas within the county. This effort resulted in funding made available within FDOT’s Work Plan for certain high crash areas recommended for improvements within the Plan. For instance, buffered bicycle lanes on the Jensen Beach Causeway were recommended and are scheduled for installation because of a fatality, and for being identified as a crash hotspot for bicyclists. A pedestrian phase programmed at the beginning of the signalization cycle (a “leading pedestrian phase”) at SE Indian Street and Dixie Highway was also a recommendation that led to safety improvements. Lastly, concepts from the SHSP were incorporated into the development of the goals and objectives of the 2040 LRTP.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice pertaining to safety. For more details about this noteworthy practice, please see Section X.

Section IV. Unified Planning Work Program (23 CFR 450.308)

Martin MPO staff develops the UPWP and presents a draft version to the MPO advisory committees, FDOT, FHWA, and FTA for their comments. The draft UPWP is also made available to the public for comment and input. Comments are incorporated into the draft, and a final version is returned to the advisory committees for approval. After the advisory committees approve the final version of the UPWP, the document is sent to the board for final approval. The UPWP is a two-year plan that contains all tasks intended for the use of Federal planning dollars. The current MPO was adopted in May 2016 and the MPO’s budget averages approximately \$700,000 in Federal Planning funds annually.

The coordination of the UPWP effort between Martin MPO and the transit provider is enhanced by the fact that both the MPO and the contract administration for operation of the transit system are housed within the County’s Engineering Department. Additionally, both the County’s Engineering Department and the public transit provider are represented on the MPO’s TAC. The nature of this organizational structure has resulted in close collaboration in the development of the funding and work tasks in the UPWP.

As part of this Certification, the Federal Review Team conducted a financial review of the Martin MPO. The primary objective of this financial review was to establish the level of reliability, effectiveness, and compliance with Federal requirements that can be placed on Martin MPO’s internal controls to review, analyze, and submit reimbursement for

federal funds. Primary emphasis was placed on determining the adequacy and completeness of management internal controls, documentation, and standard operating procedures.

The MPO has guidelines and procedures in place to ensure general financial integrity. They have dedicated financial personnel on their staff responsible for monitoring, administering, and overseeing award agreements once received from FHWA. Martin MPO's organizational structure provides for adequate separation of duties and internal controls so that funds are safeguarded and used only for allowable costs.

The Martin MPO has written accounting procedures for managing finances and specifically addresses managing grants. All grant expenditures that are incurred are approved by the County by issuing purchase orders that are reviewed and approved by the MPO Executive Director of the Purchasing Department and Office of Management and Budget. Invoices are reviewed and signed off by the appropriate department personnel in accordance with the invoice authorization forms maintained by the County to verify that incurred expenditures are in compliance with the grant agreement. Furthermore, Request for Reimbursement amounts are entered on the Grants Receivable spreadsheet by the Financial Analyst. This spreadsheet can be accessed by the Accounting Specialist in the Accounting Department for receipting purposes.

For billing UPWP work performed by the Martin MPO, a County financial analyst monitors the expenditure of Federal funds to ensure consistency with the UPWP, and state and federal requirements. The MPO bills on a quarterly basis for their reimbursement requests.

Martin MPO has satisfactory procedures in place regarding Timekeeping and accounting for labor associated to grants. Where MPO/County employees are expected to be reimbursed from Federal awards, their salaries and wages are supported by periodic certification and signed timesheets. Signed timesheets are turned in to the Financial Analyst each pay period (every two weeks), and a Semi-annual Verification-Personnel Certified report is completed and filed in the corresponding grant file folder named "Semi-Annual Certifications".

The MPO's accounting system provides for time limits on awards and costs, and are tracked in a separate fund for each grant. Costs billed are those incurred during the grant period and verified by Financial Analyst. Upon award the grants are budgeted based on the grant award amount and appropriate expenditure accounts. There are checks and balances built into the accounting system which will not allow excess expenditures to be entered and any changes to budget line items must go through a formal approval process.

The results of the financial review disclosed no instances of noncompliance or other findings that are required to be reported under FHWA standards or policies. Furthermore, the Federal Review Team has reasonable assurance that Martin MPO's financial processes and internal controls are compliant with applicable laws, regulations, policies, and agreements to ensure general financial integrity.

Section V. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

The Martin MPO has undergone a change of staff since the last Federal Certification, with only the MPO Administrator and Administrative Assistant remaining in place; the identical situation was present during the Federal Review Team's visit in 2013. Nevertheless, the MPO was able to demonstrate marked improvement in both the quality of its Public Participation Plan (PPP), as well as the scope and breadth of its outreach activities. Though a historically solid plan, the MPO's recent update of the PPP resulted in a relatively short, readable document that maximizes the use of information boxes, pictures, and charts to enhance reader comprehension. Each plan section has a brief summary of planning products, their importance, and how the public can participate or provide comment. The summaries are accompanied by an image of the document, though neither the headings nor the photo serve as electronic links to the relevant plans. The MPO's public involvement objectives are rationally related to the strategies it uses, which in turn are current activities and not simply a list of possibilities. Further, because the MPO keeps its list of public involvement objectives concise and practical, the corresponding measures of effectiveness are similarly easy for the MPO to collect and regularly evaluate. Overall, while not as extensive as the plans of larger MPOs, the PPP appears to be a useful document that is advancing the MPO's programs.

As an arm of Martin County, the MPO is no stranger to leveraging partnerships to engage the public. However, the MPO has expanded the use of community groups, social service agencies, and other government entities to increase quantity and quality of public involvement. For example, in 2013, the MPO relied almost exclusively on a faith-based organization to reach the high minority, low income community in Indiantown. Traditional involvement methods had failed, possibly due to language barriers, the immigration status of some residents, and a general reluctance to interact with any form of government. The MPO's sensitive, but persistent efforts resulted in a trust relationship with the community, something the MPO leveraged for greater outreach. Now, Indiantown communities are engaged in planning activities, with 10% of the population attending a recent MPO meeting. Further, the town has an active but currently nonvoting member. The Board representative credits the MPO with 'giving small towns a voice' and serving as a liaison between government and the community.

Another example of public involvement through partnerships is the MPO's cooperation with the United Way. Already a strong voice in public education on community poverty, the United Way worked with the MPO to develop and deploy a transportation scenario planning activity involving 'mobility bucks'. Participants were assigned these dollars and asked to apportion them by transportation priorities. Not surprisingly, the activity provided a dramatic understanding of transportation challenges and funding limitations. Although the MPO has an operational staff of four, it is able to engage in robust, meaningful public involvement by cooperating with and/or piggybacking on the activities of outside organizations.

The MPO has a website that is separate and distinct from that of the County. In fact, when accessing the MPO through the county site, a message advises users that they are leaving the county's website. Coupled with the *MovingMartinFoward* logo, this distinction strengthens the MPO's identity and will hopefully increase public trust of and accessibility to the MPO. The website provides MPO documents, schedules, and events in a logical and convenient manner, with a revolving photo marquee advertising topics of interest. Similarly, the MPO increased its use of electronic tools for public engagement, including providing *Streetmix*, an online tool for both planners and the general public that demystifies transportation planning and helps spark new ideas and ways of thinking about transportation. The MPO also began assigning a Geographic Information System (GIS) rep to public meetings to help the public with using the technology, and has introduced real time surveys and polls to empower participants less likely to voice opposition or alternate opinions. The MPO credits much of its tech savviness to county relationships, but also to its new staff members, who are of all ages and come from such diverse backgrounds that they holistically plan, evaluate, deploy and where necessary, supplement electronic public involvement tools to ensure the MPO is inclusive and effective.

Recommendation: The Federal Review Team offers one recommendation related to outreach and public participation. For more details about this recommendation, please see Section X.

B. Tribal Coordination

The Martin MPO planning area does not contain any recognized tribes.

C. Title VI and Related Requirements

Each of Florida's MPOs continues to make meaningful nondiscrimination efforts in planning products and other services, and Martin MPO is no exception. For example, the MPO worked with the University of Florida GeoPlan Center, a contractor of FDOT, to complete community characteristics inventories for its nine (9) Martin County Planning Areas and two (2) additional inventories for traditional underserved regions in the western and southern areas of the county. These inventories help in scoring projects for likely impacts when ranking priorities for the LRTP and other planning documents. They also assist the MPO in planning and delivering appropriate public involvement strategies. However, the inventories are likely less useful for this MPO than for other similarly sized organizations. Owing to no or slow growth policies over the years, Martin County's demographics have remained remarkably stable in both size and diversity. Moreover, its low income and minority populations are centered in discreet areas, providing the MPO greater local knowledge of community needs and concerns than the demographic data. Thus, the MPO has become adept at validating data for accuracy before employing the data though the MPO continues to rely on the Efficient Transportation Decision Making (ETDM) as a primary tool for identifying significant sociocultural impacts. The MPO understands that exclusive use of ETDM for equity analysis creates the possibility of overlooking smaller projects that may nonetheless

have adverse impacts on protected groups. Consequently, the MPO also uses other methods of assessing likely impacts of plans and projects on protected groups. Tools are available from USDOT and FHWA for conducting equity analyses that should assist the MPO as it continues to explore the best methods of ensuring, demonstrating, and documenting nondiscrimination and service equity.

Since the last certification, the MPO has made some progress in furthering pedestrian accessibility, largely through Bike/Pedestrian, complete streets and livable communities efforts. As with public involvement, the MPO identifies communication with partners as the key to success. Thus, it involves its Transportation Disadvantaged Local Coordinating Board (TDLCB) as well as eco-systems, parks/recreation, CRAs and the regional planning council in developing its Bike/Pedestrian master plan. The BPAC includes walkers, the elderly and those with disabilities, as well as recreational cyclists, so there is balanced input and consideration of these users' needs. Finally, the LRTP includes a non-motorized list that serves as the foundation for advancing the Bicycle/Pedestrian Safety Plan. Under 28 CFR 35.105, all public entities, including MPOs are required to conduct a self-evaluation of programs and services for accessibility and where deficiencies are discovered, make necessary modifications for compliance. Though transition planning requirements under 28 CFR 35.150(d)(3) apply to those entities with control over pedestrian rights of way, MPOs share a common minimum obligation; to ensure that all planning products include accessibility considerations, and to involve the community with disabilities and their service representatives in the planning process. The TPO is an important partner in improving ADA compliance and is committed to continuing activities such as coordinating survey/study activities, helping partners prioritize accessibility improvements, sharing pedestrian facility and condition data, identifying partners in need of training or technical assistance, and keeping FHWA and FDOT aware of local innovative programs or cost effective tools that might assist public agencies with meeting ADA requirements.

The MPO has a sufficiently broad nondiscrimination policy and complaint filing procedure, as well as a Limited English Proficiency (LEP) plan in compliance with 23 CFR 200.9 and related authorities. The link to the MPO nondiscrimination page is prominently displayed by clicking on the documents tab and nondiscrimination and Title VI contact information is broadly disseminated and in languages other than English, where appropriate. In previous years, FHWA required an annual review and update of recipient and sub-recipient nondiscrimination documents. Now, FHWA is now aligned with FTA in allowing TMAs to complete these updates every (3) three years. This change means that the MPO must: conduct its nondiscrimination program review and update by April 2020, including executing a new Title VI/Nondiscrimination Sub-Recipient Assurance and review and, if necessary again update, demographic data for its Community Characteristics Inventory and LEP Plan.

Noteworthy Practice and Recommendation: The Federal Review Team recognizes one noteworthy practice and offers one recommendation related to Title VI and Related Programs. For more details about these items, please see Section X.

Section VI. Linking Planning and Environment (23 CFR 450.318)

Since the previous certification review, the Martin MPO has included a chapter in their 2040 LRTP that addresses environmental mitigation strategies in Martin County. The MPO worked closely with state and local agencies in developing the purpose and need statements for the projects in the LRTP. Environmental mitigation strategies are discussed in the 2040 LRTP, along with environmental considerations.

Environmental review is conducted primarily through FDOT's ETDM process in which all pertinent resource agencies participate, such as Martin County Growth Management, Florida Department of Environmental Protection, and U.S. Army Corps of Engineers. The MPO also coordinated closely with the Martin County Ecosystems Restoration and Management Division during the development of the LRTP to ensure avoidance of environmentally sensitive lands, and in the development of mitigation strategies. In addition to the resource agencies that participate in the ETDM process, the MPO Board and committees, along with local and public participants, aid in identifying and considering mitigation and environmental activities.

Section VII. Long Range Transportation Plan (23 CFR 450.322)

Martin MPO adopted the fiscally constrained multimodal 2040 Moving Martin Forward LRTP, that has a 20-year horizon, in December 2015. The LRTP was developed by the Martin MPO in a coordinated and comprehensive approach with its transportation partners and its community. For public outreach on the LRTP, the MPO conducted a total of eight (8) public meetings, which included four (4) Open House meetings and four (4) Focus Groups to gather input to the Plan. These meetings were located at specific locations throughout the MPO area in an effort to reach disadvantaged populations and various socioeconomic and age groups to ensure their input was equally considered. A variety of communication tools and visualization techniques were used to present transportation alternatives and receive valuable input on the Plan. These methods included: interactive polling, social media, newsletters, Surveys in English and Spanish, Martin Mobility Bucks Game, DOT Map Games, GIS Mapping Stations, and an interactive Project Needs Map. The MPO and County staff produced a 2040 video that educated the public on the LRTP process, but also informed them how they could participate and provide input into the Plan during its development. Social media was also used successfully with the MovingMartinForward Facebook page that reached an average 2,000 people per week. The MPO was recognized as having a best practice by the FDOT for its 2014 Household Travel Study (HTS), conducted to provide data regarding the travel behaviors generated from, to and through the study area of Martin County.

The 2040 LRTP and the TIP are consistent with the current state plans that affect the planning area. The SIS Master Plan, as well as other master plans, were obtained by MPO staff and reviewed at the beginning of the LRTP development process. Revenue streams and capacity modifications were noted for inclusion within the Plan. All

supporting documentation is presented in the appendices to the Plan and are all available online. During the development of the Plan, the advisory committees and the Board provided input to each chapter of the Plan as they were developed. Additionally, because of this continued input and the input gained from the public, the 2040 Plan was more focused on infrastructure improvement rather than new capacity and new projects. The LRTP contains 23 performance measures linked to four goals to evaluate the success of the plan and its strategies. These performance measures will be reviewed and assessed, and will influence the development of the next plan update.

The 2040 MovingMartinForward is a comprehensive plan that allows the reader to understand complex transportation processes and projects in a very understandable manner and through a community context lens. The MPO strategically used diagrams and graphs throughout the document to illustrate the narrative in a way that enhanced the document's readability.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice related to the LRTP. For more details about these this Noteworthy Practice, please see Section X.

A. Travel Demand Modeling/Data

The Martin MPO uses the Treasure Coast Regional Transportation Model 4.0 (TCRPM) to evaluate proposed development plans. This model has been installed on a dedicated laptop at the MPO office, and FDOT District Four provides technical assistance to the MPO regarding travel model forecasting for the Treasure Coast Region. In addition to the TCRPM, the Martin County 2013 Roadway Level of Service Inventory Report was also utilized to serve as a base for applying growth rates to existing traffic counts and to assist with forecasting traffic volumes using historical growth rates, in order to forecast 2040 traffic volumes using multiple sources of information.

The base year used to develop the most recent 2040 travel demand forecast model is 2010. There are 187 Traffic Analysis Zones (TAZs) and 1,726 directional links in the Martin MPO portion of the Treasure Coast Regional Planning Model.

B. Financial Plan/Fiscal Constraint

Chapter 8 of the 2040 MPO LRTP summarizes the revenues for the life of the Plan, and the estimated costs for the multimodal projects are presented in Year of Expenditure (YOE) format. The Cost Feasible Plan is located in Chapter 9. A breakdown of the TIP projects of the first five years of the Plan is included and the relationship of the TIP is fully explained. The remaining 15 years of the LRTP Cost Feasible Plan are provided in five-year band increments. The LRTP relied on FDOT's 2040 Revenue Forecast Handbook for the methodology used to estimate state (SIS and non-SIS) and federal (FTA and FHWA) revenue. Local revenues (local fuel tax, Impact fees, and transit funds) were provided by the local government partners.

The Cost Feasible Plan contains only projects whose total cost is within the projected Plan revenues. To illustrate how costs are balanced with revenues, the 2040 LRTP includes both pie-charts and tables to illustrate how the plan is fiscally constrained.

Corrective Action: The Federal Review Team identified one Corrective Action related to Fiscal Constraint. For more details about this Corrective Action, please see Section X.

Section VIII. Congestion Management Process (23 CFR 450.320)

The Congestion Management Plan (CMP) covers all of Martin County, which is the planning boundaries of the Martin MPO. Within the CMP, the network consists of all Federal-aid roads and covers travel by automobile, bicycle, pedestrian, and transit modes.

The current Martin CMP is not a stand-alone document; instead, the MPO has decided to integrate it into their LRTP (latest update May 2017) and UPWP. CMP projects are prioritized each year, along with other capacity expansion projects. Thirteen projects are identified in the latest LRTP/CMP update. These projects are then considered for potential inclusion in the TIP. The most recent standalone CMP update was developed in May 2014 and addressed the East Ocean Boulevard/SE Monterey Road Corridor Traffic Study. East Ocean Boulevard (S.R. A1A) serves as an east/west roadway connecting downtown Stuart with Sewall's Point and Hutchinson Island. The update was well received, and the current TIP includes low cost improvement projects as recommended. In addition, the current UPWP indicates that the CMP is due for a major update in Fiscal Year 2017-18.

The CMP continues the MPO simplified project selection technique, and emphasizes the introduction of a primer to traffic congestion that is intended to improve the understanding of congestion issues by a nontechnical audience. The previously mentioned East Ocean Boulevard project is a reflection of the new process. This analysis continues to yield many recommendations for immediate and future implementation. All other agencies represented on the TAC had the opportunity to review the selection process, along with the operational analysis results when the study was published and then again when the Final Report was presented.

Noteworthy Practice and Recommendations: The Federal Review Team recognizes one noteworthy practice and offers three recommendations related to the congestion management process. For more details about these items, please see Section X.

Section IX. Transportation Improvement Program (23 CFR 450.324)

The Martin MPO TIP is a fiscally constrained by year, five-year multimodal program of projects within the MPO area. The current TIP (FY 2016/17-2020/21) was adopted June 20, 2016, and the upcoming TIP currently being developed will become effective on October 1, 2017. Like other MPOs in the state, the Martin MPO uses the interactive TIP online.

The TIP includes all projects in FDOT's Tentative Work Program, and projects with committed funding within Martin County and local Capital Improvement Plans. The TIP includes projects that will be funded with Title 23 and Title 49 funds, Federal Aviation Administration funds, local, and state funds. It includes projects from the SIS, and the MPO's Bike/Ped Master Plan, as well as regionally significant projects regardless of their funding sources. Federally funded projects are selected by the MPO in conjunction with the development of the FDOT Tentative Work Program, and through the cooperation of the public transit operator and local partners.

The MPO staff kicks off the development of the TIP with a call for projects from its state and local partners. The State uses the unfunded MPO priorities adopted each year as guidance in developing the new fifth year of the Work Program. This document is presented as the MPO's Citizens Report-Tentative Work Program each fall. Following discussion and comments by the advisory committees and MPO Policy Board, the draft TIP is developed each spring. After discussion and comments by the advisory committees and the Policy Board, the Final TIP is adopted in June.

To ensure fiscal constraint, the only projects in the TIP are projects for which committed funding is available. Both cost and revenue estimates are developed by FDOT and made available for the Martin MPO to use in their TIP development. The use of Federal funds on projects comes from the FDOT Work Program. The State and transit operators provide the Martin MPO with estimates of Federal and State funds available for transit in the metropolitan area. Locally funded projects are provided by the county and local government partners. Fiscal constraint in the TIP is demonstrated with a section dedicated to the financial plan with graphics and tables.

Section X. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2017 Certification Review Report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Martin MPO's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends and best practices, and are intended to provide assistance to the Martin MPO to improve the

planning process. Noteworthy Practices highlight efforts that demonstrate innovative ideas for implementing the planning requirements.

At the conclusion of the Certification Review site visit, the Federal Review Team asked the MPO staff if they had any training or technical assistance needs. The MPO staff requested GIS training and Census Transportation Planning Products (CTPP) for the upcoming Census in 2020. FHWA and FTA will work with the MPO to provide resources in these areas.

A. Noteworthy Practices

- 1. Safety:** The Federal Review Team commends the Martin MPO on their proactive data collection efforts which have led to safety improvements throughout the MPO planning area. In one example, the MPO's data analysis seemed to contradict FDOT's plans to widen SR76 west of I-95, as the FDOT model showed higher trips to I-95 coming from the west. Consequently, the MPO and FDOT coordination resulted in the project being split into segments, thus advancing the eastern portion to construction but tabling the segment to the west. This change avoided countless negative impacts and expense.
- 2. Title VI and Related Requirements:** The Federal Review Team was impressed with the MPO's use of local knowledge to validate and, in some cases reject, data where its use could result in inequity. For example, the MPO successfully lobbied for a safety study in a black community even though the crash data did not rise to a sufficient level. The MPO knew that the data did not include the numerous 'near misses' on community roads, and the lack of widespread access to vehicles made this population more vulnerable than other areas. The Federal Review Team appreciates the MPO's efforts and the reminder that even the best quality data can be tested and its use improved.
- 3. Long Range Transportation Plan:** The Federal Review Team commends the MPO on the public outreach and engagement efforts during the development of the LRTP and the resulting plan itself. Innovative efforts such as the Pop-up engagement activities and the social media techniques for silent citizens (a term the St. Lucie TPO coined to describe those less likely to participate in planning via traditional means) not only provided the MPO the access to some of the more nontraditionally engaged communities – but this engagement input helped directly shape the Plan itself. It is very apparent from reading the plan that it is more reflective of the community than previous plans, and provides easy to understand links between the performance measures and the goals of the Plan.
- 4. Congestion Management Plan:** Even as the MPO works toward a more complete update to the CMP, the Federal Review Team commends the MPO for an excellent job in addressing the needs of their community, including concepts of New Urbanism and Planning for an aging community as noted in the 2040 LRTP. This is a very important concept especially in Florida communities, where

Urban Sprawl has often gone unchecked creating a suburban environment only accessible by the automobile.

- 5. Regional Coordination:** The Federal Review Team commends the MPO on its proactive regional efforts with its neighboring MPOs and counties. The MPO itself as well as its staff and the MPO partners demonstrate that they have a clear understanding and a “finger on the pulse” of their MPO, and have assumed the mantle of leadership to help guide them in fulfilling the goals for the region’s transportation and livability vision. Innovation, partnering and a regional viewpoint is clearly instilled into the MPO’s culture and all its efforts throughout its planning processes.

B. Corrective Actions

- 1. Transit:** Annual Listing of Obligated Projects - In accordance with 23 CFR 450.332(a), the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects for which federal funds were obligated in the preceding program year. Currently, no transit projects are included in the listing. Based on this requirement, MPO staff need to coordinate with FDOT and the public transportation operator to ensure that transit projects are included in the Annual Listing of Obligated Projects. The Annual List of Obligated projects in the FY 2016/17-2020/21 TIP was amended to include the FTA funded projects in the Federally Obligated Projects for 2015 in a TIP amendment approved by the MPO Board on May 22, 2017, and subsequent TIP reports were changed to ensure this information will be included. As a result of the MPO’s action and federal review of the submitted documentation, this corrective action has been satisfied. ***No further action is needed.***
- 2. Long Range Transportation Plan Fiscal Constraint:** In accordance with 23 CFR 420.322 (f)(10) the metropolitan transportation plan shall, at a minimum include, “A financial plan that demonstrates how the adopted transportation plan can be implemented.” One missing item noted during the site visit by the Federal Review Team was the breakdown of project cost phases for the TIP projects in the LRTP Cost Feasible Plan. The LRTP included the specific TIP projects and the costs of those projects, but did not identify the project costs by phase. This corrective action was addressed on May 22, 2017, when the Martin MPO Board approved a modification to the LRTP that added the phase breakdown for the TIP projects in the LRTP. As a result of the MPO’s action and federal review of the submitted documentation, this corrective action has been satisfied. ***No further action is needed.***

C. Recommendations

- 1. Freight:** The MPO has identified several freight providers and partners within the planning area boundaries, but has received little input on freight activities. The Federal Review Team recommends that the MPO further their engagement by

attending freight stakeholder meetings to educate the transportation partners on the MPO's public participation and transportation planning processes.

2. Outreach and Public Participation Plan: The MPO's PPP contains all of the requisite regulatory elements. However, the next time the MPO updates the PPP, the Federal Review Team suggests the following:

- a) Consider developing a single acronym list that includes Title VI, LEP and EJ, as well as ADA and other planning terms. While the PPP has such a list, it differs from that of lists associated with other planning products. Even if some terms are not used universally, having too many definitions is better than missing a key term or concept.
- b) Provide electronic links to documents or procedures referenced in the PPP sections, such as planning documents. Again, while information is appropriately provided, these links may improve user friendliness and help to bridge the gap between electronic and traditional publications.
- c) The MPO terms short notice or emergency meetings as 'special meetings' and requires that they be held in at least three separate locations, including one in the impacted area, if applicable. However, it is not entirely clear when these meetings are required, or how much advance notice is provided to the public. The MPO should better clarify in the PPP its policy or practice for noticing/holding special meetings.

3. Title VI and Environmental Justice: In 2015, FHWA and FDOT updated, and the MPO signed, the Title VI/Nondiscrimination Sub-Recipient Assurance which includes expanded contract clauses (Assurance Appendices A & E) that the MPO must insert and require its contractors to inset into all of contract instruments. In addition, the MPO must use the FDOT DBE Program and goal on contracts funded by FHWA. Finally, the FDOT DBE Program Plan require contractors to pay all subcontractors for satisfactory work within thirty (30) days of the prime contractor receiving payment from the MPO. To that end, the MPO should review its standard Request for Qualifications (RFQ) and Contract packages to ensure that:

- a) All required clauses from the current Assurance are included. This necessarily means verifying that the clauses appear in the Additional Information section of the RFQ (pages 17 – 20) and that the clauses are correct and complete in the standard contract template (Appendix I, Terms for Federal-aid Contracts).
- b) RFQ Section 21 (DBE) corresponds with the correct funding agency and is up-to-date. FTA's DBE Program should not be required if the contract is funded by FHWA. Prompt payment and retainage return clauses appear in contract documents. References or links to FDOT's DBE directory should not direct readers to BizNet, an outdated and now defunct system.

- c) Appropriate, prompt payment and retainage return clauses are included in contract documents. Clauses that limit prompt payment to small business entities or that fail to specify thirty (30) or fewer days for payment are insufficient (Section 18 of the RFQ).

4. Congestion Management Process: The Martin County MPO recently completed the 2040 LRTP. The plan is a comprehensive document that reflects a slow and well planned growth process. To improve the quality of the travel and traffic data used in analytics supporting the document, the Federal Review Team recommends that the Martin County MPO staff review the FHWA Travel Monitoring Guide (TMG) and the Highway Capacity Manual (HCM). Both of these documents are constantly updated and are key to creating a high quality LRTP and CMP.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Port St. Lucie TMA, which is comprised in part by Martin MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C since the corrective actions stated in this report have already been addressed. This certification will remain in effect until **September 2021**.

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Part 2: St. Lucie Transportation Planning Organization (TPO)

Section I. Previous Certification Findings Status/Update

The following is a summary of the previous recommendations made by the Federal Review Team to the St. Lucie TPO and their current status. The report for the TPO's last certification review was published in September 2013. There were no Corrective Actions identified in the prior report.

A. Recommendations:

1. **Continuity of Operations Plan (COOP):** When co-housed with the County, the St. Lucie County tested the COOP annually. Now that the TPO has their own separate offices, the Federal Review Team recommends that the TPO develop their own COOP and test it at least once every two years.

Update: The TPO adopted its own COOP and updates it annually. The COOP was successfully activated and deactivated in response to Hurricane Matthew in October 2016.

2. **Unified Planning Work Program (UPWP):** The Federal Review Team recommends that the TPO pursue local funds to contribute to the traffic count program which benefits not only the TPO but the local units of government.

Update: The TPO is continuing to pursue local funds to contribute to the traffic count program. However, the local units of government continue to experience financial challenges due to their slow economic recovery from the 2007 Recession.

3. **Public Participation Plan:** St. Lucie TPO uses its PPP in conjunction with its measures of effectiveness matrix and UPWP to ensure a complete, holistic public involvement program. Further, it appears to be actually accomplishing the items in its plan and understands that the PPP should be a list of planned activities, not those that are theoretical or possible. However, the Federal Review Team recommends that the TPO review areas such as how comments are handled, generally where and when meetings are held, and ensuring the glossary of terms is up to date. This review will assist in making sure that the PPP document contains essential information.

Update: The TPO created a table that accompanies each plan, document or effort that summarizes the comments received and how they are handled during the development of the plan, document or effort. In addition, the TPO maintains a PPP binder that includes general comments that are received and how they are handled. The TPO uses several tools, such as its community profiles, to optimize where and when meetings should be held. An updated glossary of terms was also prepared.

- 4. Title VI/Americans with Disabilities Act:** The Federal Review Team recommends the TPO consider adding representation from disability service groups to its BPAC or ensure that Bicycle/Pedestrian Plans are distributed among these agencies for comments and input.

Update: A member experiencing or representing a disability was appointed to the BPAC on April 5, 2017, to provide input to the TPO.

- 5. Title VI and Environmental Justice:** Since the TPO recently experienced significant staff turnover, the Federal Review Team recommends that the TPO continue regular examination of its Title VI/Nondiscrimination Program.

Update: The TPO's Title VI Program is reviewed annually and a major update to the Title VI program was adopted in April 2016.

- 6. Title VI and Environmental Justice:** The Federal Review Team recommends that the TPO continue exploring data in relationship to its work products to identify benefits and burdens and to ensure nondiscrimination. Further guidance from FHWA and FTA on how to better collect, analyze, and use demographic data will be available in the coming year.

Update: The TPO continues to utilize demographic data to identify benefits and burdens as demonstrated by the EJ analyses completed as part of the development of the Go2040 LRTP and the Title VI outreach efforts associated with all of its plans and programs, such as the nationally-recognized Plein Air Workshops. The TPO has further institutionalized this effort with a dedicated Ladders of Opportunity Task in its UPWP.

- 7. Tribal Coordination:** The Federal Review Team recommends the St. Lucie TPO work with the FDOT to consider alternative strategies to effectively engage the Seminole Tribe of Florida.

Update: A local Seminole leader was engaged after the last TMA Certification regarding participation in the TPO planning process and expressed interest in membership on several of the TPO's advisory committees. Unfortunately, the local leader did not pursue the membership. However, the TPO's dialogue with the Seminole Tribe remains open and they share information with the Tribe. TPO outreach efforts are continually expanding in collaboration with FDOT.

- 8. Linking Planning and NEPA:** The Federal Review Team recommends the St. Lucie TPO provide a discussion in the LRTP of the types of environmental mitigation strategies that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The potential areas for which these strategies can be used should also be included.

Update: The TPO provided a detailed discussion in the Environmental Lands and Impacts Assessments in the Go2040 LRTP that includes environmental mitigation strategies and their locations. The TPO further linked Planning and NEPA by preparing a Purpose and Need Statement for a new project identified in the Cost Feasible Plan of the Go2040 LRTP.

- 9. Long Range Transportation Plan:** The Federal Review Team recommends the St. Lucie TPO review and consider current federal laws and regulations, as well as the recently released LRTP Expectations Letter as staff develops the next update to their LRTP.

Update: The development of the Go2040 LRTP was based on the current federal laws and regulations and the LRTP Expectations Letter was considered to ensure all requirements were met.

- 10. Transportation Improvement Program – Year of Expenditure (YOE) Statement in the TIP:** The Federal Review Team recommends the St. Lucie TPO to include in their TIP a statement explaining that the monies shown are adjusted for inflation based upon the year the expenditure will be made. FHWA and FTA, along with the FDOT, will continue to work together with the TPO to further refine the display and inclusion of total project costs within future TIP documents as needed.

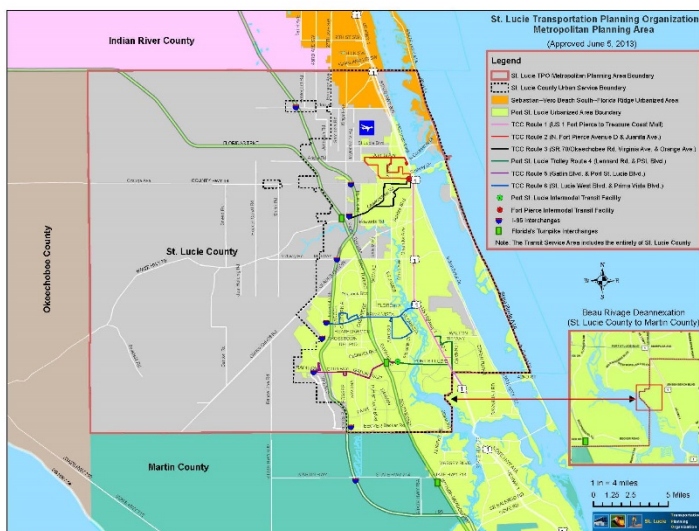
Update: The TPO's TIP includes such a statement and also includes total project costs.

- 11. Transportation Improvement Program – Transit Projects:** The Federal Review Team recommends that the TPO staff coordinate with FDOT and public transportation operator(s) to ensure that transit projects are included in the Annual List of Obligated projects.

Update: The TPO's TIP includes transit projects in the Annual List of Obligated Projects as a result of its coordination with FDOT and public transportation operators.

Section II. Boundaries and Organization (23CFR 450.310, 312, 314)

A. Description of Planning Area



The St. Lucie MPA encompasses the entirety of St. Lucie County. St. Lucie County's 572 square miles of land area contains two major cities, Fort Pierce in the north and Port St. Lucie in the south. The County is bordered by the Atlantic Ocean to the east, Indian River County to the north, Okeechobee County to the west, and Martin County to the south.

Since the last Federal TMA Certification Review, The MPA was revised slightly to account for the deannexation by State Legislation

of the small Beau Rivage Area from St. Lucie County to Martin County. The St. Lucie urbanized area is still recovering from the 2007 Recession, but at a significantly slower rate compared to the average urbanized area in the state. Consequently, efforts to dedicate local funding to transportation remain challenging, as property values are reportedly slowly returning to pre-recession levels and businesses continue to recover. Significant efforts continue to stimulate economic development or redevelopment include planning and supporting port, airport, and freight activities, and integrating with the South Florida Region as a Freight Gateway.

The St. Lucie TPO shares a geographic portion of the Port St. Lucie TMA with the Martin MPO. The *Interlocal Agreement for Creation of the Metropolitan Planning Organization*, dated September 13, 2006, addresses the responsibilities of both MPOs for their share of the overall MPA.

B. Metropolitan Planning Organization Structure

The membership of the policy board is representative of the region. Membership is as follows:

The TPO Board consists of ten (10) voting members representing the local governments within the MPA, one (1) voting member who represents the transit agency in the MPA, one (1) voting member who represents the school board, a non-voting advisor from FDOT, and two (2) ex-officio (non-voting) representatives of the Martin MPO.

The voting membership of the Board is apportioned as follows:

- Four (4) St. Lucie County Board of County Commissioners
- Four (4) City of Port St. Lucie Councilmembers

- Two (2) City of Fort Pierce Commissioners
- One (1) St. Lucie County School Board member
- One (1) Community Transit representative

The St. Lucie TPO also has several committees which advise the Policy Board. As most TPOs in Florida do, the St. Lucie TPO has a TAC, a Citizens Advisory Committee (CAC), a Local Coordinating Board (LCB) for Transportation Disadvantaged, Florida Highway Corridor Management Entity, and a BPAC. Each member of the TPO Board and Committees has one vote. The TPO's governing By-laws, Rules and Procedures were last updated in February 2016.

C. Agreements

In addition to the standard MPO agreements for the establishment of the MPO, federal funding eligibility and Public Transportation Coordination, the TPO also has the following agreements currently in place:

- 1) An Interlocal Agreement with St. Lucie County for Administrative Support Services;
- 2) An Interlocal Agreement with Indian River MPO and Martin MPO to create the Treasure Coast Transportation Council for regional activities;
- 3) A Memorandum of Understanding between the St. Lucie TPO, Indian River MPO, and the Martin MPO to develop a RL RTP; and,
- 4) An Interlocal Agreement for Creation of the MPO that addresses the responsibilities of both MPOs for their share of the overall MPA.

The St. Lucie TPO's agreements are all current and appear to satisfy the federal requirements as outlined in 23 CFR 450.314.

Section III. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The St. Lucie TPO has addressed the required planning factors throughout the planning process and in developing transportation planning products, such as the LRTP, TIP, and UPWP.

B. Air Quality

The St. Lucie TPO is currently designated as an attainment area for all NAAQS. Staff is monitoring air quality readings within their geographic area as well as the regulatory actions of the USEPA.

C. Bike and Pedestrian Planning Activities

The bicycle and pedestrian planning activities are fully integrated in the TPO transportation planning process through a dedicated Bicycle, Pedestrian, and Greenway Planning task in the UPWP. The objective of the task is to review, update, and implement the St. Lucie Walk-Bike Network, build upon previous bicycle, pedestrian, and greenway planning efforts, and continue the ongoing planning and coordinating efforts which support the provision of bicycle, pedestrian, and greenway facilities.

TPO staff includes a full-time Bicycle-Pedestrian Program Manager to implement the task. In addition, the TPO's BPAC, is comprised of resident bicyclists, runners, hikers, and agency and disabled representatives. The BPAC reviews and comments on projects, plans, and programs under consideration by the TPO Board. The BPAC has provided valuable input in the transportation planning process, ensuring that bicycle and pedestrian activities, interests, and concerns are being fully integrated in the TPO's transportation planning and decision-making process.

The Go2040 LRTP includes the St. Lucie Walk-Bike Network and Transit Service Plan as part of the multimodal Cost Feasible Plan, which addresses the bicycle, pedestrian, and transit needs. Bicycle and pedestrian projects identified in the St. Lucie Walk-Bike Network are prioritized in the Transportation Alternatives (TA) portion of the List of Priority Projects (LOPP) using a unified Transportation Alternatives Project Prioritization Methodology, developed cooperatively with the local agencies and input from the public.

D. Transit

St. Lucie County contracts public transportation services to Community Transit that is a division of the St. Lucie Council on Aging, Inc. The St. Lucie Board of County Commissioners is the body that formally sets transit policy. According to the National Transit Database 2014 data, Community Transit provides approximately 289,500 trips annually and reports weekday ridership is 1,153 riders per day. The population of its service area is 376,047.

The TPO coordinates with FDOT and Community Transit in the development of the TIP, LRTP, and UPWP. The TPO and the transit operator work closely on all transit planning activities. It is a common practice for the transit agency and the TPO to coordinate on various major planning studies, including the Transit Development Plan (TDP). The transit operator has used the TPO's public involvement process for major transit studies. Staffs from the TPO, Martin MPO, and Indian River MPO also meet quarterly with staff from the tri-county transit agencies to discuss public transportation issues.

The transit agency is closely involved in the TPO planning process with the review of the LRTP, TIP, and UPWP through the various subcommittees. The working relationships noted previously have established a high level of cooperation between

Community Transit and the TPO in the transportation planning process for the metropolitan area. The TPO indicates that the role of the transit operator is significant in the TPO's overall planning and project development process. The structure of the TPO Board includes a transit operator representative as a voting member.

The St. Lucie TPO is the sub-recipient of FTA Section 5305(d) Statewide and Metropolitan Planning program funding awarded and passed through from FDOT. The FTA Apportionment for Section 5307 Urbanized Area formula funds is to the Port St. Lucie Urbanized Area, which includes St. Lucie and Martin Counties. There is a split agreement in place that is applied to the UZA FTA 5307 Apportionment to divide the funding between each transit agency. The split agreement is provided to FTA annually. After the funds are divided, each transit agency applies to FTA for the Section 5307 funding. Transit funding is also provided to Community Transit by FDOT.

E. Intelligent Transportation Systems (ITS)

FDOT District 4 maintains the regional ITS Architecture and the TPO uses it as a framework for ITS strategies that are integrated into the TPO's plans and programs, such as the Go2040 LRTP and the CMP. The TPO coordinates ITS activities at the local level with local agencies participating in the development of the TPO plans and programs. At a regional level, the TPO participates in the Treasure Coast Traffic Incident Management Team. The TPO participates in ITS activities at a state level through the MPOAC. All TPO plans and projects are reviewed to ensure consistency with the regional architecture.

The regional architecture was last modified by FDOT in January 2016. The FDOT led a cooperative effort with the MPOs in the District to ensure the MPOs provided input on the changes.

Recommendation: The Federal Review Team offers one recommendation related to the Intelligent Transportation Systems. For more details about this recommendation, please see Section X.

F. Freight Planning

The St. Lucie TPO incorporates freight-related goals throughout their transportation planning process. Furthermore, the Go2040 LRTP noticeably incorporates local freight-related Goals, Objectives, and Performance Measures (GOPMs) applied to the St. Lucie Freight Network, which feeds into the regional freight element and the Florida Freight Network.

To further their regional and national approach in freight planning, the TPO participated in the development of the Goals and Objectives of the MPOAC Freight Committee, and the Goals, Objectives, and Strategies of the Florida Freight Mobility and Trade Plan, which were incorporated into the Florida Freight Network. The TPO also participated in the development of the National Freight Network, established by federal legislation.

Freight providers and freight stakeholders are encouraged to participate throughout the process in the development of the LRTP, TIP, and other TPO products. The TAC includes a freight representative and alternate. This committee reviews the plans and programs of the TPO as they are developed. A list is maintained of freight providers and stakeholders, which are contacted for participation. In addition, private individuals and private sector firms, including freight providers and stakeholders, were interviewed and/or participated in a Consensus Building Workshop as part of the development of the Go2040 LRTP.

The freight providers and partners in the TPO area include retail and home improvement providers, farmers, citrus packers, the Port of Fort Pierce, Indian River Terminal Company and other Port users, St. Lucie County International Airport, St. Lucie County Economic Development Council, Fort Pierce Redevelopment Agency, Port St. Lucie Redevelopment Agency, and the Treasure Coast Regional Planning Council.

Recommendation: The Federal Review Team offers one recommendation related to Freight Planning. For more details about this recommendation, please see Section X.

G. Security Considerations in the Planning Process

Transportation security is one of the project selection criteria used to evaluate projects and alternatives in the Go2040 LRTP, the TIP, CMP, and the Annual List of Priority Projects (LOPP). The TPO identifies security related issues and projects through dataset analysis, and risk, probability, and vulnerability assessments. Depending on the nature of the security issue that is identified, countermeasures are developed, which mitigate the security issue in the short-term, or modifications to facilities and operations are developed to mitigate the security issue in the long-term. The TPO provided several excellent project examples that demonstrated their short and long term planning and mitigation efforts.

The TPO conducts an annual test of their COOP and, based upon the results of the exercises, updates the COOP. Most recently, the TPO activated their COOP for Hurricane Matthew in October 2016. The TPO's UPWP includes a task specific to the maintenance and exercising of the COOP.

Recommendations: The Federal Review Team offers two recommendations related to the COOP within the Security Considerations in the Planning process. For more details about these recommendations, please see Section X.

H. Safety Considerations in the Planning Process

Safety is addressed throughout the 3-C planning process through a task dedicated to it in the UPWP. The purpose of the task is to provide for the consideration and implementation of projects, strategies, and services that increase the safety of the transportation system, and users of the system. The Go2040 LRTP includes a Safety Element that informs the TPO's Pedestrian Safety Program. Input to the program

includes the Community Traffic Safety Team, an interdisciplinary effort that includes transportation and law enforcement professionals, and data from the Signal 4 Analytics Crash Database.

The TPO supports safety performance measurement of the transportation network and CMP, analyzes and defines safety countermeasures, suggests traffic safety studies, identifies project needs and scopes, and assists in obtaining new funding for safety projects. These efforts are coordinated with the Florida Pedestrian Safety Action Plan, FDOT Highway Safety Plan, and Florida's Strategic Highway Safety Plan.

The TPO developed and implemented the Safe Routes to School (SRTS) Safety Lesson Plan Program at several elementary schools, some of which are Title I schools, within the metropolitan planning area. The lesson plan covers topics that encourage children to walk and bicycle to school, and includes bicycle helmet use, jaywalking, and navigating streets without sidewalks. Topic choices were selected based on input from each school regarding safety concerns, student academic needs, and specific teaching styles. The Safety Lesson Plans have become part of the School District's comprehensive safety program. The TPO has also produced pop-up displays and Public Service Announcement videos promoting safety.

Both the Go2040 LRTP and the TIP include safety as a goal. In addition, safety is an explicit planning priority and planning factor in the UPWP. Safety also is a criterion used to evaluate projects and alternatives in the Go2040 LRTP, CMP, TAP, and LOPP.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice related to Safety. For more details about this noteworthy practice, please see Section X.

Section IV. Unified Planning Work Program (23 CFR 450.308)

The UPWP is developed in cooperation with the member agencies of the TPO. In addition, the UPWP is developed in consultation with FHWA, FTA, FDOT, the Florida Commission for the Transportation Disadvantaged (FCTD), and the Federal Aviation Administration (FAA). The agencies and advisory committees review the draft UPWP, and the recommendations regarding UPWP projects, activities, and priorities from the agencies and advisory committees are provided to the TPO Board. The UPWP is reviewed and approved by the TPO Board and the appropriate State and Federal agencies. Additionally, the TPO coordinates the UPWP's development with the Martin and Indian River County MPOs. The current UPWP was approved by the TPO in April 2016 and fully describes the planning activities and products the TPO will undertake within the two-year plan period. The UPWP averages approximately \$500,000 annually in Federal PL funds, and contains narrative sections in the Introduction that clearly identify funding levels, TPO priorities and the planning process for the TPO.

As part of this TMA certification, the Federal Review Team conducted a financial review of the St. Lucie TPO. The primary objective of this financial review was to establish the level of reliability, effectiveness, and compliance with Federal requirements that can be placed on St. Lucie TPO's internal controls in order to review, analyze, and submit reimbursement for federal funds. Primary emphasis was placed on determining the adequacy and completeness of management internal controls, documentation, and standard operating procedures.

The St. Lucie TPO has published dedicated responsibility lists for managing grant awards and agreements that provide adequate separation of duties. Those individuals and parties include: The TPO Board, TPO Executive Director, The Operations Administrator, Contracts Clerk, and County Finance.

The St. Lucie TPO has written financial policies and accounting procedures for managing finances that are up to date and very detailed. The procedures provide step by step internal control descriptions for processing a grant reimbursement. Reimbursements are supported by the general ledger, payroll reports, and expenditure documentation. The billing packets are submitted to the County Office of Management and Budget (OMB) for review to further ensure costs are reasonable, allocable, and allowable. Following several accuracy control reviews at different levels, the Chief Operating Officer of Financial Services approves the final version.

St. Lucie TPO has satisfactory procedures in place with regard to timekeeping and accounting for labor relating to grants. Each employee is responsible for completing a timesheet and keeping track of the hours the employee worked on each task. The employee signs the timesheet and submits it to the Executive Director to review and approve. The Executive Director submits all the timesheets to the Operations Administrator in order to process the payroll summary. The Executive Director reviews and signs the payroll and further reviews are made by the Payroll Department before final approval.

The TPO's accounting system provides a systematic way to track revenues and expenditures and provides financial results for each FHWA funded project or program. The TPO also provides processes to identify the source of funds with records that provide data for expenditures and allows for reporting that compares outlays to budgeted amounts for each award.

The results of the financial review disclose no instances of noncompliance or other findings that are required to be reported under FHWA standards or policies. Furthermore, the Federal Review Team has reasonable assurance that St. Lucie TPO's financial processes and internal controls are compliant with applicable laws, regulations, policies and agreements to ensure general financial integrity.

Recommendation: The Federal Review Team offers one recommendation related to the UPWP. For more details about this recommendation please see Section X.

Section V. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

St. Lucie TPO plans for and engages in extensive public involvement. As noted in past certifications, the TPO maintains a technically competent PPP that appears to encompass all of the federal requirements along with charts, graphs, pictures and other visualization tools to facilitate readability. Further, the TPO uses the PPP as a governing document that actually describes current public involvement activities rather than as just general policies to guide outreach. The TPO does an excellent job of scrapbooking and assessing its public involvement strategies which makes it easy to chart the TPO's progress since the last federal certification. For example, based on its performance indicators, the TPO increased outreach to elementary and high school students, expanded social media tools and provided more education resources in Spanish and Haitian Creole, to name just a few. The TPO also regularly compares the membership of its various committees to community demographics, thereby identifying shortfalls in representation by minorities and those with disabilities. This effort has enabled the TPO to achieve statistical parity for the CAC and BPAC.

Though the region lacks a Minority Institution of Higher Education (MIHE), the TPO partnered with Bethune Cookman University in 2014 in hosting a field trip of summer transportation camp students. Later, the TPO began regular outreach to, and hosting public involvement events at, Indian River State College, a high minority enrollment school. Currently, the TPO is assisting with testing and deploying a car pool smart phone app for the Indian River State College campus and surrounding area. Further, the TPO continues to support the American Association for State Highway and Transportation Officials (AASHTO) Transportation and Civil Engineering and Roadways in Developing Elementary Student (TRAC&Rides) Program, purchasing and using the elementary school modules to supplement public involvement. Not only do the modules provide useful transportation planning and safety information at events targeted towards students, the TPO identifies new ways to use the materials and increase participation. For instance, the TPO uses the modules to attract parents to public involvement events. The TPO gives children their own venue, learning through hands-on Science Technology Engineering Math (STEM) activities and crafts, while parents participate in TPO meetings or other events.

As part of its PPP and Title VI Plan, the TPO maintains a Community Characteristics Inventory consisting of 14 community profiles. Complete with maps, demographic charts and narrative summaries, the profiles describe community make up and values, helping the TPO choose effective tools for engaging particular populations and in identifying areas that may require specific TPO focus. For example, one profile narrative notes that the community is the most diverse in the region, with a high Spanish speaking population and almost no sidewalks or paved shoulders on area roadways. Such information is critical in choosing venues, meeting times, language needs and subjects of greater interest for the community. Information on communities and vulnerable populations is

expansive, not only including racial/ethnic minorities and low income, but also the elderly, those that require special services, and those that are transit dependent.

Finally, as with most Florida MPOs, the last four years have seen significant expansion of the TPO's electronic outreach, including more access to the TPO via the web and increased use of social media. The TPO website is well organized and informative without being crowded. All plans, projects, maps and other information are easily located and, via the internet translation feature, available in alternative languages. The site also capitalizes on pictures, both graphic and stylistic that not only engage the visitor's attention, but serve to describe the product, plan or project. Likewise, the TPO is very proud of its work with social media, governed by a Social Media Action Plan. In addition to using a community remarks tool during the LRTP update that allowed users to comment directly to (or drop a pin on) project maps and even post remarks on other viewers' comments, the TPO also approached social media as a potential engagement tool for the 'silent citizen', a term the TPO coined to describe those less likely to participate in planning via traditional means. The results were remarkable, including 574 unique visitors, 500 community remarks/comments, 273 new Facebook fans and 3,338 votes for various projects. Better still, the TPO was careful to capture, respond, re-post and supplement with pictures virtually all involvement via social media.

Noteworthy Practice and Recommendation: The Federal Review Team recognizes one noteworthy practice and one recommendation related to outreach and public participation. For more details about these items, please see Section X.

B. Tribal Coordination

Located in this area and requiring formal coordination with the St. Lucie TPO is the federally recognized Seminole Indian Tribe of Florida located in Fort Pierce. The TPO maintains contact with the local executive office of the Seminole Tribe and provides draft plans and programs for review and comment as well as outreach materials regarding public outreach opportunities. A local Seminole Tribe leader was engaged after the last Joint Federal TMA Certification and expressed interest in joining the TPO on several of its advisory committees. Unfortunately, the membership was not actively pursued by the local leader after the initial interest was expressed. However, the TPO staff remains committed to their continued coordination and outreach efforts to the Seminole Tribe and seeking a representative on one or more of the advisory committees.

C. Title VI and Related Requirements

St. Lucie TPO has made significant progress in its Title VI/Nondiscrimination programs since the last federal certification, addressing each of the 2013 recommendations and advancing the program beyond reasonable expectations. First, the TPO's Title VI Coordinator is one of the most active in the state, serving on the FDOT/FHWA Special Outreach Advisory Group, supporting annual MIHE events and summer transportation camps, and assisting the FHWA Headquarters Office of Civil Rights and Environment/Planning with developing quick reference guides for Environmental Justice

(EJ) and testing new EJ tools. The TPO's efforts not only demonstrate meaningful compliance, but also a commitment to equity in transportation beyond the TPO planning boundaries. Next, the TPO has a substantially compliant Title VI Program Plan that it updates annually, despite the fact that FTA and FHWA now require Plan updates only triennially. The TPO builds annual review of the program into its UPWP, ensuring that nondiscrimination is part of the TPO's culture and standard business practices. Last, the TPO's Title VI/Nondiscrimination Plan includes a sufficiently broad nondiscrimination policy and complaint filing procedure, as well as a LEP plan, both in compliance with 23 CFR 200.9 and related authorities. The link to the nondiscrimination page is prominently displayed on the TPO's website and it includes a firm and legally correct statement explaining the law and encouraging the public to contact the Title VI Coordinator with questions or concerns.

In addition to targeted involvement of underserved groups and a firm, longstanding connection to health organizations in broader consideration of transportation needs, the TPO has also made progress in its use of community characteristics data to determine equity and nondiscrimination in the development of its planning products. Mapping tools for the TPO's plans allow users to view projects with demographic data as a backdrop, while plan objectives and priorities include equity as a critical consideration. These TPO efforts have already produced some interesting results. For example, the TPO successfully opposed removal of a pedestrian bridge in a low-income, minority community even though law enforcement had compelling data showing that the bridge was used as an 'escape to freedom' for fleeing suspects. The TPO argued that the bridge was a mitigation measure, effectively connecting what are now two EJ communities and overcoming a remnant of segregation. The TPO also proved that the bridge was the main path of travel for students in reaching the area school. In the end, the TPO Board voted to maintain the bridge and employ short term countermeasures to ensure the public could continue using the bridge while exploring longer term, multimodal solutions.

Another example of demographic data informing equity decisions is the TPO pedestrian safety study in a high traffic area of Central Port St. Lucie. The TPO is hoping to combat traffic fatalities among pedestrians walking/biking to a densely located group of community services – public pool, county library, elementary school and a city park. The study is a priority since a high percentage of users are transit dependent. These examples suggest that the TPO is appropriately addressing EJ and nondiscrimination in its programs and activities. Tools are available from USDOT and FHWA for conducting equity analyses that should assist the TPO as it continues to explore the best methods of ensuring, demonstrating and documenting nondiscrimination and service equity.

The TPO continues to be a strong advocate for furthering ADA accessibility in all of its bicycle/pedestrian activities. In addition to the BPAC, the TPO relies heavily on its LCB for transportation disadvantaged for review and comment on all planning products, including bicycle/pedestrian and trails plans. The LCB has both social service agency and disability representatives that provide insight into the needs of those that are pedestrians by necessity. The TPO serves as the repository for pedestrian system

inventories, capturing what is currently on the ground, its condition and future needs. The TPO reviews and considers ADA Transition Plans for the transit agencies, thereby identifying needs where access to bus stops is impeded by lack of sidewalks. Last but not least, the TPO serves as a clearinghouse for ADA issues, documenting deficiencies or gaps that can be referred to and corrected by the local agency. These efforts are important, in that under 28 CFR 35.105, all public entities, including T/MPOs are required to conduct a self-evaluation of programs and services for accessibility and where deficiencies are discovered, make necessary modifications for compliance. Though transition planning requirements under 28 CFR 35.150(d)(3) apply to those entities with control over pedestrian rights of way, T/MPOs share a common minimum obligation; to ensure that all planning products include accessibility considerations and to involve the community with disabilities and their service representatives in the planning process. The TPO is an important partner in improving ADA compliance and is committed to continuing activities such as coordinating survey/study activities; helping partners prioritize accessibility improvements; sharing pedestrian facility and condition data; identifying partners in need of training or technical assistance; and keeping FHWA and FDOT aware of local innovative programs or cost effective tools that might assist public agencies with meeting ADA requirements.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice related to Title VI and related requirements. For more details about this item, please see Section X.

Section VI. Linking Planning and Environment (23 CFR 450.318)

Since the previous certification review, the TPO has documented Environmental Lands and Impacts Assessments in their Go2040 LRTP, which include environmental mitigation strategies and locations. The assessments identified the potential impacts on environmentally-sensitive areas for future transportation projects. The data collected was used to develop a base map of environmentally-sensitive areas with input from the St. Lucie Conservation Alliance and the St. Lucie County Environmental Resources Department, to which the TPO leverages as a unique aspect in the development of its base map.

The TPO further linked Planning and NEPA by preparing a Purpose and Need Statement for a new project identified in the Cost Feasible Plan of the Go2040 LRTP.

Environmental review is primarily through FDOT's ETDM process, in which all pertinent resource agencies participate, such as the Florida Department of Environmental Protection, U.S. Army Corps of Engineers, and U.S. Coast Guard. In addition to all permitting/resource agencies that participate in the ETDM process, the TPO Board and committees, in consultation with State, Tribal, and local agencies, provide invaluable assistance in identifying and considering mitigation and environmental activities.

Section VII. Long Range Transportation Plan (23 CFR 450.322)

The St. Lucie TPO adopted the \$330 million fiscally constrained Go2040 LRTP in February 2016. This Plan was developed extensively using TPO staff and was the least expensive plan the TPO has produced within the last three LRTP update cycles. The TPO used a collaborative process to engage many partners within the community and the region during the development of the Plan. The TPO employed traditional, as well as innovative techniques, and a strategic use of social media that resulted in an extremely high level of input and feedback from the community. The TPO also engaged in scenario planning, which considered local land use decisions and aimed beyond the historical trend conditions of development activity assumptions and transportation strategies. This visioning effort included an extensive public outreach process in considering alternatives and evaluating the tradeoffs associated with different land use conditions and transportation mobility options.

The TPO's Plan is consistent with local government plans. It incorporates additional consideration at the regional level by addressing inter-county connectivity, reducing congestion on regional facilities, addressing economic development and land use, livable roadway design, transportation disadvantaged populations, greater transportation choices, premium transit, bicycle and pedestrian facilities, and regional freight and goods movement. The plan was released in an easy to read format, with graphics and narrative that make normally complex transportation programs and processes more understandable in a community context.

The Plan also includes performance measures for each Goal and Objective to assess the TPO's progress. A total of 24 different performance measures were established addressing the six (6) goals of the plan. The performance measures are evaluated on an annual basis, and the results are reported back to the Board and other committees of the TPO. The measures are used to help adjust strategies and projects in the CMP and upcoming LRTP updates. The TPO is currently working in cooperation with FDOT to develop performance targets, and will be reporting to FDOT on an annual basis once they are established.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice related to the LRTP. For more details about this noteworthy practice, please see Section X.

A. Travel Demand Modeling/Data

The TPO staff performs the modeling and travel forecasting using the Greater Treasure Coast Regional Planning Model (GTCRPM). Currently, the TPO is partnering with the Martin MPO, Indian River MPO, and FDOT and has included PL funding support for the latest GTCRPM model update. A Memorandum of Understanding among the parties has been executed to coordinate and document each of the agency's roles and responsibilities in the model update. In addition, Travel Demand Modeling is included as a task in the TPO's UPWP.

The GTCRPM4 is an activity-based model built on the Coordinated Travel Regional Activity-Based Modeling Platform. The model conforms to the Florida Standard Urban Transportation Model Structure (FSUTMS) which is used to standardize a formal set of modeling steps, procedures, software, file formats, and guidelines established by FDOT for use in travel demand forecasting throughout the state. The base year of the TCRPM4 is 2010, and the forecast year is 2040. There are a total of 995 TAZs in the TCRPM4, 523 of which are in the St. Lucie TPO area. There are 10,942 links in the TCRPM4, 5,336 of which are in the St Lucie TPO area.

B. Financial Plan/Fiscal Constraint

The Go2040 Plan is fiscally constrained and includes descriptions of revenues and project costs. The plan identifies revenue projections from federal, state and local sources in Chapter 4 and the methodology for the revenue estimates developed are in Appendix C. All revenue estimates and project costs were developed in coordination with FDOT and local governments. Federal and State revenue estimates used were developed from the FDOT 2040 Revenue Forecast Handbook and local revenue sources were based on estimated local fuel taxes, transportation impact fees, developer funded projects, and local transit revenue. Additionally, estimates were developed for scenario planning purposes from proposed local funding sources and initiatives. The transportation alternatives and scenario planning approach is summarized in Chapter 5. Operations and maintenance revenues and costs are included in the plan.

The LRTP shows the TPO's cost feasible projects and outlines the costs of each project in a YOY format. The plan includes a listing of the TIP committed projects for the first five years and the remaining plan years are divided in five-year time band increments. The Go2040 LRTP provides clear project descriptions and information about purpose, need, and project phasing. The Plan also includes project costs and the sources of the funding.

Financial assumptions used in the development of the LRTP include estimates developed by FDOT in the 2040 Revenue Forecast Handbook for Federal and State revenue sources distributed by the State for programs for the SIS/Florida Intrastate Highway System (FIHS), other state highway system arterial roadways not designated as part of the SIS or FIHS, and technical and operating/capital assistance for transit. Local revenue sources for transportation improvements are estimated based on information provided by local government financial staff, and are also incorporated into the LRTP Financial Resource Analysis. Operating and Maintenance (O&M) costs for the state highway system were provided by FDOT, and local systems and transit O&M are provided by local government, are all included in the Plan.

The LRTP financial chapters are very easy to read and include a summary of revenues in the chapter so the public can easily compare the total revenues to the total anticipated project expenses. Table 6-6 shows a summary of revenues, and Table 6-7 and 6-8 provide a detailed listing of those cost feasible projects.

Roadway cost estimates in the Go2040 Plan were based on generic cost per mile models developed by FDOT. The project costs developed include design (PE), right of way (ROW), construction, maintenance of traffic (MOT), construction engineering and inspection (CEI), project contingencies, and O&M costs).

Section VIII. Congestion Management Process (CMP) (23 CFR 450.320)

The St. Lucie TPO CMP covers the entire urbanized area of the St. Lucie TPO and is multimodal in nature, including transit, bicycle pedestrian modes and motorized vehicles. In order to ensure that the CMP is fully integrated into the overall metropolitan planning process, the UPWP includes a CMP specific task dedicated to integrating planning efforts and documents with the six-year-old CMP. Furthermore, the Go2040 Plan allocates funding to the CMP, and the Goals, Objectives, and Policies of the LRTP form the basis for the CMP strategies. Additionally, the CMP is used to develop the LOPP for available CMP funds (\$300,000-\$400,000 annually) and to develop the TIP and UPWP. The CMP has also been integrated into other elements of TPO projects, plans, and programs, such as the Midway Road/County Road (CR) 712 Project. The CMP also coordinates projects through the TPO members and regional initiatives.

The CMP is evaluated through an annual CMP process to assess the efficiency and effectiveness of implemented actions which feeds into the TIP and the UPWP. This process also serves to continue the development and establishment of the coordinated program for data collection and system performance monitoring. As part of this process, the annual effort is reviewed by the public, TPO advisory committees, and the TPO Board. The last major update to the CMP was completed in 2011 and a new major update is underway and is anticipated to be completed later in 2017. For the last CMP Major Update, performance measures were developed in a tiered approach to identify where congestion exists and included volume to capacity (v/c) ratio, safety (spots vs. segments), key stakeholder input, type of project (safety vs. operational), benefit (significance level), cost, and potential issues. Tier I measures were geared toward providing a system-wide screening evaluation that identified corridors and/or intersections which warranted additional (Tier II) analysis.

The TPO's CMP includes performance measures that are based on both quantitative and qualitative data, and anticipates that the update to the CMP will address the latest performance measures requirements once those rules are final and released. The last Major CMP update considered other travel demand reduction and operational management strategies, including demand management measures such as growth management and congestion pricing, traffic operational improvements, public transportation improvements, and Intelligent Transportation Systems (ITS) technologies. ITS is somewhat limited in St. Lucie, mostly due to the MPA size, however some fiber optics have been installed. Technical processes, such as Travel Demand Management/Modeling (TDM) and utilizing existing capacity more efficiently, were then selected and tailored to support the congestion management objectives and form the

CMP's Toolbox. Within the toolbox, travel demand reduction and operational management strategies were analyzed.

The TPO's transportation partners were involved in the development of the CMP from start to finish. A Public Participation Plan was developed specifically for the CMP Major Update to effectively communicate the transportation issues precipitating the need for a CMP, to obtain stakeholder input throughout the CMP Major Update process, and to disseminate the results of the CMP Major Update. As part of this effort, the partners shared data and contributed strategies toward solving congestion problems.

Recommendations: The Federal Review Team offers two recommendations related to the Congestion Management Process. For more details about these recommendations, please see Section X.

Section IX. Transportation Improvement Program (TIP) (23 CFR 450.324, 326, 328, 330, 332)

The St. Lucie TPO develops a fiscally constrained TIP annually. The current TIP was adopted June 1 2016. St. Lucie TPO coordinates the TIP development with the State, local units of government, and the public transportation operator. The TIP project prioritization and selection process is a year-long, annual process that starts with a meeting of staffs from the TPO, the FDOT District 4, the transit operator, and the local units of government to informally discuss the priority projects. The LOPP is then developed based on the LRTP, TDP, and other plans, local agency input, and public comments. The LOPP is reviewed by the public, TPO advisory committees, and TPO Board for adoption prior to submittal to FDOT District 4. The LOPP is utilized by FDOT District 4 to develop their Draft Tentative Work Program. The Draft Tentative Work Program is then reviewed by the public, TPO advisory committees, and TPO Board for endorsement. The Final Tentative Work Program is subsequently received from FDOT and incorporated into the TIP. Soon after the TIP is adopted; the process starts again with the informal priority projects meeting.

The TPO ensures that the TIP includes regionally significant, federal funded and non-federally funded transportation projects by utilizing a consultative process in its TIP development. This process includes a review by three advisory committees. In addition, the TIP is submitted to the Seminole Tribe and the Federal agencies for review and to ensure inclusion of all projects. The TIP also incorporates a direct feed of projects from the FDOT Work Program, which contains all State and Federal-funded projects. Local jurisdictions submit their capital improvement or work programs to ensure all regionally significant projects are included.

The TIP is financially constrained each year with the project cost estimates equal to the available funding sources. The project cost and funding source estimates are based upon the FDOT Work Program, the previous year's TIP, the LRTP, and information provided by the local agencies. A project index, a TIP/LRTP Cross Reference table,

project maps, and program descriptions are included in the TIP as well, which make it a very readable document for the public.

Currently the MPO is working with a new vendor for their online interactive TIP and anticipate the 2017/2018 TIP will be produced with the new format and vendor.

Section X. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2017 certification review report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the St. Lucie TPO transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends and best practices, and are intended to provide assistance to the TMA to improve the planning process. Noteworthy Practices highlight efforts that demonstrate innovative ideas for implementing the planning requirements.

At the conclusion of the Certification Review site visit, the Federal Review Team asked the St. Lucie staff if they had any training or technical assistance needs. TPO staff requested training and technical assistance for the following issues:

- Linking the linear referencing system for web-based geocoded systems to allow easier data sharing;
- How to evaluate social media programs for equity access/use;
- Training on the benefits of merging MPOs;
- How the MPOs can participate in the allocation of FHWA safety funds; and,
- Training by FDOT on the TDP updates.

FHWA and FTA will work with the MPO to provide resources in these areas.

A. Noteworthy Practices

1. **Safety:** The Federal Review Team commends the St. Lucie TPO and its staff for the variety of safety related outreach activities, videos, and campaigns they have performed over the last several years. One such example is the Safety Lesson Plan Program through the SRTS that was used in several elementary schools. The TPO developed and implemented the SRTS that covers topics that encourage children to walk and bicycle to school and covers multiple safety aspects of traveling by both modes. This program was so successful that it became a regular component in the Schools District's comprehensive safety program.

- 2. Outreach and Public Participation:** The Federal Review Team was impressed with the TPO's efforts to both measure the effectiveness of its public involvement, and to validate measures and assumptions using outside sources. For example, in evaluating the continued use of county libraries for meetings, posting, and other TPO activities, the TPO cited a national study of 400 libraries that found over 44% of those living below the poverty level used library computers and internet to access social services, employment information or education needs. This statistic has staggering implications for two reasons. First, it suggests a much higher level of electronic access among minority/low income individuals that the TPO suspected, and second, it reinforces the importance of local libraries in engaging what the TPO calls 'silent citizens', a term the TPO coined to describe those less likely to participate in planning via traditional means. The Federal Review Team appreciates the TPO's efforts and the reminder that even the best quality data can be tested and its use improved.
- 3. Title VI and Related Requirements:** During a regional study of waterways, the TPO noted that the selected consultant contacted approximately 40 groups, including property owners, boat clubs, watersport associations and local chambers of commerce. However, the consultant did not contact those fishing the waterways for subsistence, many of whom were low income and/or minority residents. The TPO believed that if you don't intentionally include these users, then you run the risk of unintentionally discriminating against them. The TPO requested the consultant broaden its sources of input. The TPO used the nondiscrimination contract clauses from the assurance, Appendices A & E, to redirect the consultant's efforts. Consultant invoices were processed once an appropriate number of economically disadvantaged or minority organizations in both Martin and St. Lucie Counties were included in the development of the Plan. This approach not only shows the TPO's commitment to nondiscrimination, it also sends a firm message to the industry that civil rights contract clauses are not simply boilerplate, but can and will be used to ensure compliance.
- 4. Long Range Transportation Plan:** The Federal Review Team commends the TPO on the efforts during the development of the LRTP and the resulting plan itself. Innovative efforts such as the Pop-up engagement activities and the social media techniques for silent citizens not only provided the TPO the access to some of the more nontraditionally engaged communities, but this engagement input helped directly shape the Plan itself. It is very apparent from reading the plan that it is more reflective of its community than previous plans and provides easy to understand links between the performance measures and the goals of the Plan.
- 5. Regional Coordination:** The Federal Review Team commends the TPO on its proactive regional efforts with its neighboring MPOs and counties. During the site visit and in discussion with several of the public meeting participants it was clear that the TPO is very committed to strengthening regional coordination in its processes and with its partners.

B. Corrective Actions

There were no Corrective Actions.

C. Recommendations

1. **Intelligent Transportation Systems:** Congestion is a major problem for Florida and even though the St. Lucie TPO portion of the Port St. Lucie TMA has addressed a growth methodology, there are still benefits to be achieved through ITS. The Federal Review Team recommends that the St. Lucie TPO continue its efforts in the ITS arena to alleviate congestion wherever possible, additionally we recommend that data collected through the various ITS devices throughout the county be collected and shared with planning agencies throughout the State and regional organizations. Other areas of data collection potential include Bluetooth detection and analysis, Smartphone applications, and crowd sourced (like Waze) or ride sharing services (such as Uber and Lyft).
2. **Freight:** The TPO has identified and reached out to several freight providers and partners within the planning area boundaries, but has received little input on freight activities. The Federal Review Team recommends that the TPO further their freight stakeholders engagement by attending meetings held by stakeholders to educate them on the TPO's public participation and transportation planning processes.
3. **Security:** The Federal Review Team commends the TPO on the maintenance and testing of their COOP. However, we recommend that the TPO identify with an entity other than FHWA for its devolution responsibilities outlined in the COOP should it ever become necessary. The FHWA as an organization is unable to assume and perform the essential functions of the TPO and therefore the COOP needs to be updated to reflect a different entity. Additionally, the Federal Review Team recommends that the TPO investigate data storage systems for long term emergencies to ensure the TPO has access to all its critical documents and data.
4. **Unified Planning Work Program:** The accounting and financial management policies and procedures were detailed and provide for satisfactory internal controls. The procedures that were submitted to the Federal Review Team for review appeared to include a compilation of different policies and procedures taken from various sources. One of those sources "Grant Procedures of St. Lucie County", appears to have been last approved/effective 12/1/2007. While this specific set of procedures does provide for good financial internal control, we recommend that these procedures be considered for review and updated to reflect system and regulatory changes that have occurred since 2007.
5. **Outreach and Public Participation Plan:** The TPO's PPP contains all the requisite regulatory elements. However, the next time the TPO updates the PPP, the Federal Review Team suggests the following:

- a) Consider adding a table or chart listing how many days the public has to comment on various plans and/or amendments. Currently information on reasonable access is provided, but in different locations in the document. A single, one-stop location for this information might enhance PPP readability and its ease of use as a resource document.
 - b) Identify PPP measures of effectiveness for social media inclusion by access by race and ethnicity. The TPO appears to be among the first of the smaller Florida MPOs to extensively use social media, and the comprehensive focus on data analysis and validation places the TPO in a unique position to explore how data can be used to show equity of access to and use of social media tools.
 - c) Provide electronic links to documents or procedures referenced in the PPP sections, such as bylaws and other planning products. Again, while information is appropriately provided, these links may improve user friendliness.
6. **Congestion Management Process:** The St. Lucie TPO recently completed the Go2040 LRTP. The plan is a comprehensive document that reflects a growing community and points to nine roadways where the Volume-to-Capacity (V/C) ratio is greater than one (1). The analytics throughout the CMP process and reflected in the LRTP appear to be solid and based on good data. While the TPO works with the FDOT, the County and regional planning organizations in collecting travel data, they should continue to strive to improve the quality of the travel and traffic data used in analytics supporting the document. the Federal Review Team recommends that the St. Lucie TPO MPO staff review the FHWA TMG and the HCM. Both of these documents are constantly updated and are key to creating a high quality LRTP and CMP.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Port St. Lucie TMA, which is comprised in part by the St. Lucie TPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **September 2021**.

Part III. Regional Coordination (23 CFR 450.306)

The three MPOs in the region, Martin, St. Lucie and Indian River, collaborate through a formalized process. This regional coordination mechanism is through the Treasure Coast Transportation Council (TCTC) which is a separate administrative entity comprised of the Martin MPO, Indian River MPO, and St. Lucie TPO that participates cooperatively to prioritize regional projects for funding through the Transportation Regional Incentive Program (TRIP). Through the TCTC, the updated 2040 Treasure Coast RL RTP was adopted in June 2017 and is a 25-year integrated long term transportation plan that provides guidance for federal and state regional funding to support a regional transportation network. The MPOs also worked jointly to develop the Treasure Coast Regional Planning Model that was used to update the 2040 RL RTP. Staffs from the three MPOs meet quarterly with staff from the tri-county transit agencies to discuss public transportation issues. The St. Lucie TPO also works closely with its southern MPO neighbors and recently completed a Southeast Commodity Regional Freight study,

The T/MPOs participate with the other MPOs in FDOT District 4 through an annual meeting hosted by FDOT. The purpose of this meeting is to share best practices, identify challenges the MPOs are experiencing, and to coordinate as a regional voice on transportation issues for the coming year. Additionally, the Executive Director of the St. Lucie TPO is the current Chair of the MPOAC Staff Directors Advisory Committee and works extensively through that role with the FDOT and the other MPOs in the State.

One of the major projects that highlighted the regional efforts is the Martin/St. Lucie Waterways Plan. This effort was the second MPO Waterways Plan in Florida and the first regional one. The purpose of the Plan is to identify and prioritize waterway access needs and facilities of the regional waterways system to promote and maximize its economic vitality and public benefit. Consistent with the MPO/ TPO work programs, the plan explores strategies to leverage the economic benefit of the waterways, both as a recreation resource and as part of a multi-modal system for the movement of people and freight.

The DRAFT 2040 RL RTP goals, objectives and performance measures incorporate freight related goals for the Treasure Coast region. The TCTC endorsed the Goals and Objectives for the 2040 RL RTP on August 9, 2016. Travel time reliability on major roadway freight corridors is listed under Objective 1.B. The full regional plan is currently under development.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice for each T/MPO related to regional coordination. For more details about this item, please see Section X in each T/MPO section.

AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Board

Meeting Date: March 7, 2018

Item Number: 6b

Item Title: Surface Transportation Block Grant (STBG) Funding Allocation Workshop

Item Origination: TPO Board

UPWP Reference: Task 1.1: Program Management
 Task 1.2: UPWP Development

Requested Action: Discuss and provide direction to Staff

Staff Recommendation: It is recommended that the TPO Board discuss the use of supplemental revenue sources, such as the allocation of STBG funds or local member contributions, to support the implementation of the FY 2018/19 – FY 2019/20 UPWP and Budget and provide direction to Staff.

Attachments

- Staff Report
- Projected Revenues for FY 2018-19 and FY 2019-20 (Tables 1 and 2)
- FY 2016/17-FY 2017/18 Budget and Conceptual FY 2018/19–FY 2019/20 Budget
- STBG Funds Allocation Research Memorandum
- FHWA Transportation Planning (PL) Grant Progress Report



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MEMORANDUM

TO: St. Lucie TPO Board

FROM: Peter Buchwald
Executive Director

DATE: February 27, 2018

SUBJECT: Surface Transportation Block Grant (STBG) Funding
Allocation Workshop

BACKGROUND

During the FY 2018/19 – FY 2019/20 Unified Planning Work Program (UPWP) and Budget Workshop conducted at the last TPO Board Meeting on February 7th, the revenues from the TPO's existing sources were projected for the two upcoming fiscal years, and the expenses were estimated for these fiscal years based on the expenses, except for building rent, remaining the same amounts as the expenses in the current budget. The projected revenues from the TPO's existing sources are summarized in the attached Tables 1 and 2, and the estimated expenses are summarized in the attached Conceptual FY 2018/19 – FY 2019/20 Budget.

It was identified during the workshop that the estimated expenses exceed the projected revenues for both fiscal years resulting in a deficit of approximately \$55,000 for FY 2018/19 and approximately \$50,000 for FY 2019/20. It was further identified that the budget for FY 2018/19 – FY 2019/20 should consider likely increases in recurring expenses and additional consultant expenses including for the development of the 2045 Long Range Transportation Plan (LRTP).

To address the deficits, it was recommended by the TPO Staff at the February 7th workshop that the Board consider allocating a portion of its Surface Transportation Block Grant (STBG) funds to themselves for planning. After a discussion, consensus was obtained for the Board to conduct a STBG Funding Allocation Workshop to obtain additional information on the impacts on the TPO's Priority Projects of allocating STBG funds to themselves for planning. Representatives from the Federal

Highway Administration (FHWA), Florida Department of Transportation, and the Broward Metropolitan Planning Organization (MPO) were invited to participate in the STBG Workshop and provide information from the Federal, State, and MPO perspectives, respectively, regarding the allocation of STBG funds to planning and to answer questions from the Board.

ANALYSIS

While MPOs use Metropolitan Planning (PL) and Federal Transit Administration Section 5305(d) Federal funds as revenue sources, MPOs also can choose to allocate Federal STBG funds to themselves for planning. The extent that MPOs nationally and in Florida allocate STBG funds to themselves for planning was researched. The results of the research are summarized in the attached memorandum which identifies that more than 50 percent of MPOs nationwide choose to allocate STBG funds to themselves for planning. Within the State of Florida, almost 50 percent of the MPOs use STBG funds for planning comprising up to 45 percent of their current fiscal year budgets.

While recurring tasks, projects, and activities such as the Transportation Improvement Program (TIP) and the Congestion Management Process (CMP) are required by Federal regulations to be completed by the TPO, there are many other transportation planning tasks, projects, and activities that are completed by the TPO to address the local planning priorities and meet local needs. An example of the considerable volume and wide range of continuing, comprehensive, and cooperative transportation planning activities performed by the TPO is provided by the most recent FHWA Transportation Planning (PL) Grant Progress Report that was completed for October 1 – December 31, 2017

The considerable volume and wide range of activities are proposed to be continued by the TPO over the next two fiscal years. As identified during the workshop on February 7th, the following projects and activities are proposed to be included in the FY 2018/19 – FY 2019/20 UPWP based on input received to date from the local agencies and the public:

I-95/Gatlin Boulevard Jobs Express Terminal Connectivity Access Study: Evaluate the multi-modal transportation system's connectivity to the future I-95/Gatlin Boulevard Jobs Express Terminal especially with regard to the "first mile/last mile" for residents who do not own or wish to use an automobile to access the Terminal. The Jobs Express Terminal will accommodate regional bus service and a park-and-ride component.

Lead Pedestrian Interval (LPI) Implementation Study: Identify potential locations for implementing LPI traffic signals which provide

pedestrians with the opportunity to begin crossing the street before adjacent motor vehicles are permitted to proceed. LPI signals enhance safety for bicyclists as well as pedestrians.

Transit Development Plan (TDP) Major Update: Assist the transit provider in the development of a major update to its TDP, the provider's planning, development, and operational guidance document based on a 10-year planning horizon.

Public Involvement Plan (PIP) Major Update: Complete a major update of the PIP which was last adopted in 2011. The PIP identifies strategies to provide information, public notice, and access to the TPO's decisions to ensure early and continuing public involvement in the TPO process.

Bicycle Facilities Map Update: Complete an update of the Bicycle Facilities Map which was last updated in 2014. The map includes the locations of designated bike lanes, wide sidewalks, and paved shoulders within the St. Lucie TPO area.

Continued Preparation of Complete Streets Action Plans: Prepare implementation strategies for corridors identified as candidates for complete streets treatments. Implementation strategies could include sidewalks, bicycle lanes, and safety improvements.

Sea Level Rise Local Mapping: Identify locations susceptible to impacts from coastal flooding or sea level rise. This effort could lead to the development of adaptation strategies to minimize potential impacts on the transportation network.

2045 LRTP: Initiate the update to the TPO's LRTP which must be adopted by February 2021.

In addition, it is proposed for the TPO to continue to manage the St. Lucie Traffic Counts Data Management System (TCDMS) which collects, processes, and provides the annual traffic counts for all of the local agencies. Furthermore, it was identified that the City of Port St. Lucie wishes to partner with the TPO to upgrade its intersection traffic cameras to facilitate the collection of additional data such as bicycle and pedestrian counts which would support the TPO in meeting the new Federal performance measurement and target setting requirements.

To accomplish these tasks, projects, and activities, it is recommended that the TPO Board consider supplementing its existing revenue sources with up to \$300,000 of its STBG funds for each of the two fiscal years in the new UPWP. Approximately half of this amount would be used for consultant

expenses including development of the 2045 LRTP while the other half would be used for the remaining expenses.

Alternatively, the TPO Board could consider implementing a local annual contribution from each of its members which is another source of revenue tapped by a number of MPOs. An example of this contribution is from the Broward MPO in which each member annually contributes \$0.05 per capita of the population within each member's jurisdiction.

RECOMMENDATION

It is recommended that the TPO Board discuss the use of supplemental revenue sources, such as the allocation of STBG funds or local member contributions, to support the implementation of the FY 2018/19 – FY 2019/20 UPWP and Budget and provide direction to Staff.

TABLE 1 Projected Revenues (FY 2018/19)

SOURCE OF FUNDS	PL	FTA 5305(D)	FCTD	TPO Local	Totals
Carry-Forward (without FY 2016/17 -FY 2017/18 Close-Out Balance)*	\$0	\$0	\$0	\$2,000	\$2,000
FY 2017/18 De-obligation	\$0	\$0	\$0	\$0	\$0
FY 2016/17- FY 2017/18 Close-Out Balance	*	\$0	\$0	\$0	\$0
FY 2018/19 Allocation	\$539,463	\$93,679	\$25,000	\$0	\$658,142
State Match (FDOT D Funds)	**	\$11,710	N/A	\$0	\$11,710
Local Match (St. Lucie County)	**	\$11,710	N/A	\$0	\$11,710
Total FY 2018/2019 Available	\$539,463	\$117,099	\$25,000	\$2,000	\$683,562

TABLE 2 Projected Revenues (FY 2019/20)

SOURCE OF FUNDS	PL	FTA 5305(D)	FCTD	TPO Local	Totals
Carry-Forward (without FY 2016/17 -FY 2017/18 Close-Out Balance)*	\$0	\$0	\$0	\$2,000	\$2,000
FY 2016/17 - FY 2017/18 Close-Out Balance	*	\$0	\$0	\$0	\$0
FY 2019/20 Allocation	\$547,631	\$93,679	\$25,000	\$0	\$666,310
State Match (FDOT D Funds)	**	\$11,710	N/A	\$0	\$11,710
Local Match (St. Lucie County)	**	\$11,710	N/A	\$0	\$11,710
Total FY 2019/2020 Available	\$547,631	\$117,099	\$25,000	\$2,000	\$691,730

Notes

- * The Close-Out Balance applies to PL Funds only, will be determined after FY 2018/19, and will not be available until FY 2019/20.
- ** The Local Match for PL Funds is included in the State Match for PL Funds.



FY 2016/17 - FY 2017/18 Budget and Conceptual FY 2018/19 - FY 2019/20 Budget

Expense	Adopted FY 2016/17 Budget	Amended FY 2016/17 Budget	FY 2016/17 Actual	Adopted FY 2017/18 Budget	Amended FY 2017/18 Budget	FY 2017/18 Actual through 12/31/17	Conceptual FY 2018/19 Budget	Conceptual FY 2019/20 Budget
Staff Salaries	\$360,000	\$337,208	\$337,192	\$380,000	\$352,000	\$182,133	\$352,000	\$352,000
Staff Benefits	\$90,000	\$96,659	\$96,624	\$98,250	\$109,000	\$56,523	\$109,000	\$109,000
Professional Services/Consultants	\$98,200	\$96,899	\$87,946	\$83,200	\$106,000	\$21,958	\$106,000	\$106,000
Travel	\$12,050	\$8,478	\$8,332	\$12,050	\$8,500	\$3,099	\$8,500	\$8,500
Postage	\$200	\$88	\$100	\$200	\$200	\$30	\$200	\$200
Equipment Rental	\$2,250	\$1,679	\$1,865	\$2,250	\$2,250	\$1,119	\$2,250	\$2,250
Advertising	\$5,000	\$3,881	\$4,176	\$5,000	\$5,000	\$1,890	\$5,000	\$5,000
General/Administrative Charges	\$47,500	\$47,357	\$45,176	\$50,000	\$50,000	\$25,706	\$50,000	\$50,000
Office Supplies	\$3,000	\$710	\$510	\$3,000	\$2,500	\$317	\$2,500	\$2,500
Equipment < 1000	\$3,500	\$41	\$41	\$3,500	\$2,000	\$0	\$2,000	\$2,000
Supplies-Computer	\$750	\$172	\$122	\$750	\$750	\$0	\$750	\$750
Operating Supplies	\$2,000	\$1,605	\$1,350	\$2,000	\$2,000	\$301	\$2,000	\$2,000
Books & Subscriptions	\$225	\$310	\$310	\$225	\$225	\$251	\$225	\$225
Training/Seminars	\$1,000	\$1,453	\$1,453	\$1,000	\$1,000	\$375	\$1,000	\$1,000
Equipment > 1000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communications	\$1,500	\$700	\$698	\$1,500	\$1,500	\$320	\$1,500	\$1,500
Utilities	\$5,000	\$5,009	\$4,592	\$5,000	\$5,000	\$2,572	\$5,000	\$5,000
Building Rent	\$85,500	\$85,425	\$85,425	\$88,100	\$88,100	\$43,566	\$90,650	\$93,380
Total	\$717,675	\$687,675	\$675,912	\$736,025	\$736,025	\$340,160	\$738,575	\$741,305

Total Revenue Available

\$683,562 \$691,730



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MEMORANDUM

TO: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: February 27, 2018

SUBJECT: Surface Transportation Block Grant (STBG) Funds
Allocation Research

BACKGROUND

Although many Metropolitan Planning Organizations (MPOs) rely solely on Metropolitan Planning (PL) and Federal Transit Administration Section 5305(d) funds as Federal funding sources, MPOs also can choose to allocate Surface Transportation Block Grant (STBG) funds to themselves for planning. Eligible activities under the STBG, formerly known as the Surface Transportation Program (STP), include surface transportation planning programs, highway and transit research and development, technology transfer programs, and workforce development, training, and education. According to a nationwide study of MPOs conducted in 2010 by the Center for Urban Transportation Research (CUTR), "Among eligible MPOs, fifty-two percent choose to flex STP funds for planning".

ANALYSIS

Staff reviewed the FY 2017-18 Unified Planning Work Program (UPWP) budget summaries of Florida's MPOs. The following MPOs use STBG funds for planning:

- Broward MPO
- Capital Region TPA
- Florida-Alabama TPO
- Forward Pinellas
- Hillsborough MPO

- Lake-Sumter MPO
- Metroplan Orlando
- Miami-Dade MPO
- North Florida TPO
- River to Sea TPO
- Sarasota-Manatee MPO
- Space Coast TPO

The STBG fund amounts and the variety of UPWP tasks funded by these MPOs vary widely with amounts ranging up to \$3.6 million for the Broward MPO. The following is a sampling of the tasks funded by STBG as shown in UPWPs:

- MPO Board and Committee Coordination
- Establishing Performance Targets
- Annual Mobility Report
- General Consultant Services
- Origin-Destination Survey
- Bicycle-Pedestrian Project Feasibility Studies
- Transportation Improvement Program
- Public Participation
- Long Range Plan Update
- Systems Planning
- Special Projects
- Highway, Transit, and Safety Data
- Multi Modal Projects

STGB funds account for a significant portion of UPWP budgets for many Florida MPOs. For example, STBG funds comprise approximately 45 percent of the current fiscal year budgets for the following MPOs:

- Broward MPO
- Capital Region TPA
- Space Coast TPO

RECOMMENDATION

Because many Florida MPOs use significant amounts of STBG funds for a wide variety of planning tasks, the use of STBG funds to implement the TPO's UPWP should be considered.

**FHWA TRANSPORTATION PLANNING (PL) GRANT
 FY 2017/18 2nd Quarter Progress Report
 October 1, 2017 – December 31, 2017**

INTRODUCTION/PURPOSE

This progress report summarizes the activities performed by the St. Lucie Transportation Planning Organization (TPO) that are eligible for reimbursement by the FHWA PL Grant for the 2nd quarter of FY 2017/18.

PROGRAM STATUS

During the 2nd quarter of FY 2017/18, TPO staff completed various activities related to the Elements and Tasks that comprise the approved Unified Planning Work Program (UPWP). These activities are summarized within each of the corresponding Elements and Tasks as follows:

ELEMENT 1: PROGRAM ADMINISTRATION

Task 1.1 Program Management	
Purpose	
To coordinate, administer, and manage a continuing, comprehensive, and cooperative transportation planning process for the Metropolitan Planning Area (MPA) of the TPO.	
Required Activities/End Products	Progress/Status
Provide technical assistance and support to the TPO Board and Technical Advisory Committee (TAC) including the preparation of meeting agendas, minutes, notices, etc.	Board Meetings (October 4 and December 6): Appointed representatives to Advisory Committees to fill vacancies, authorized FTA Metropolitan Planning Grant Section 5305(d) Application for FY 2017/18, approved 2018 meeting dates, elected officers, and appointed committee members TAC Meeting (November 14): Approved 2018 Meeting Dates
Provide grants and contracts administration, update interlocal agreements as necessary, and maintain financial records	Ongoing
Prepare quarterly progress reports and invoices for the FDOT	Completed for this quarter
Participate in FHWA/MPO/FDOT Statewide Conferences which may include travel	Florida Metropolitan Planning Partnership, Orlando (November 30–December 1)

<p>Attend meetings, which may include travel, of the MPOAC, NARC, AMPO, associated subcommittees, and other related or relevant organizations and agencies</p>	<p>NARC Annual Conference Planning Committee Meeting (October 3)</p> <p>MPOAC Staff Directors Committee Meeting, Howey-in-the-Hills (October 12)</p> <p>MPOAC Complete Streets Committee Meeting, Howey-in-the-Hills (October 12)</p> <p>MPOAC Noteworthy Practices Committee Meeting, Howey-in-the-Hills (October 12)</p> <p>AMPO Policy Committee Meeting (December 11)</p>
<p>Maintain computer stations and work files and other office equipment</p>	<p>Ongoing</p>
<p>Manage payments of office rent and associated office expenses</p>	<p>Ongoing</p>
<p>2017 Legislative Priorities</p>	<p>Completed</p>
<p>2018 Legislative Priorities</p>	<p>The 2018 Legislative Priorities were adopted by the TPO Board at its October meeting.</p>
<p>2017 Annual Joint Certification Review</p>	<p>Completed</p>
<p>2018 Annual Joint Certification Review</p>	<p>Not applicable this quarter</p>
<p>Federal Certification Review</p>	<p>The findings of the Federal Certification Review were accepted by the TPO Board at its December meeting.</p>
<p>Grants and Contract Administration Including Reports and Billings</p>	<p>Ongoing</p>
<p>Advertising, Office Equipment, and Supplies</p>	<p>Ongoing</p>
<p>Office Rent, Operations, Legal Services and Travel</p>	<p>Ongoing</p>
<p>Professional Workshops, Training, and Education</p>	<p>Incorporating Safety Performance into Planning Webinar (October 10)</p> <p>A GIS Methodology for Evaluating Pedestrian Safety Webinar (October 12)</p> <p>2017 Florida Public Transportation Association Annual Conference, West Palm Beach (October 23-24)</p> <p>Efficient Transportation Decision Making (ETDM) Process Overview Webinar (October 24)</p> <p>Utilizing TBEST for Comprehensive Transit Planning Webinar (October 26)</p> <p>Hosted Sea Level Rise Sketch Planning Tool Technical Training (October 31)</p>

	<p>Presentation to Fall 2017 AICP Study Class (November 9)</p> <p>Florida Safe Routes to School Strategic Planning Workshop, Fort Lauderdale (November 28)</p> <p>FTA's Strategic Transit Automation Research Plan Webinar (December 5)</p> <p>Signal 4 Analytics User Management Webinar (December 7)</p> <p>GIS-Based Method for Evaluating Bus Stop Safety Webinar (December 12)</p>
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Task 1.2 UPWP Development	
Purpose	
To implement the FY 2016/17 – FY 2017/18 UPWP and develop the FY 2018/19 – FY 2019/20 UPWP consistent with Federal and State requirements.	
Required Activities/End Products	Progress/Status
Implement the 2016/2017–FY 2017/2018 UPWP	Ongoing
Process amendments to the adopted UPWP as necessary	Not applicable this quarter
Process budget revisions to the adopted UPWP as necessary	Not applicable this quarter
Coordinate with neighboring MPOs	Ongoing
Develop the FY 2018/2019 – FY 2019/2020 UPWP which includes the following:	
Kickoff Meeting	A FY 2018/2019 – FY 2019/2020 UPWP Call for Projects was initiated with presentations to the TPO Advisory Committees and extensive public outreach and social media exposure.
Review by Advisory Committees and Board	Not applicable this quarter
Transmittal to FDOT	Not applicable this quarter
Public Comment Period	Not applicable this quarter
Adoption by Board	Not applicable this quarter
Transmittal to FHWA & FTA	Not applicable this quarter

ELEMENT 2: MODELING AND DATA COLLECTION, MONITORING & MANAGEMENT

Task 2.1 Travel Demand Modeling	
Purpose	
To ensure the highest quality of travel demand modeling used by the continuing, cooperative and comprehensive transportation planning process upon which decision making is based.	
Required Activities/End Products	Progress/Status
Coordinate operation of Greater Treasure Coast Regional Planning Model (GTCRPM) Version 4.0 with FDOT, Indian River and Martin MPOs	Ongoing
Participate in regional modeling activities that include model improvements; travel and other data collection, compilation and development; model estimation, calibration, validation and sensitivity tests; and associated model support services	GTCRPM Version 5.0 Update Meetings were held on November 17th and December 14th at St. Lucie TPO office. The TAZ splits, centroid connectors, and demographic data were reviewed and feedback was provided Collected data from consultant and reviewed and updated data including single family development, multi-family development, hotels, group quarters, population, and employment.
Utilize the GTCRPM Version 4.0 to support, when applicable, UPWP tasks such as regional and intergovernmental planning and coordination.	Ongoing
Participate in Florida Model Task Force (MTF) and Regional Modeling Activities	Ongoing

Task 2.2 Data Collection and Monitoring	
Purpose	
To ensure the highest quality of data used by the continuing, cooperative, and comprehensive transportation planning process to support decision-making.	
Required Activities/End Products	Progress/Status
GIS and data monitoring, updates, maintenance, and coordination	Monitored FDOT, FGDL, St. Lucie County, Port St. Lucie, and Fort Pierce GIS data Gathered, analyzed, and shared GIS data for Treasure Coast Scenic Highway Map, the CMP Major Update, and the Florida Greenways and Trails System (FGTS) Plan Update
Bicycle-Pedestrian counts: development of new sets of previously-uncollected data that will be used to evaluate the bicycle and pedestrian use of the transportation network, identify deficiencies and needed improvements, and prioritize projects.	Ongoing

Intelligent Transportation System (ITS)/Advanced Transportation Management System (ATMS) implementation	ATMS Master Plan Update Meeting with St. Lucie County (November 22)
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Task 2.3 Traffic Count Program Management	
Purpose	
To collect, monitor, and manage the highest quality of current traffic data on the public roadway network within the MPA.	
Required Activities/End Products	Progress/Status
Collect and manage the Traffic Counts Program through the TCDMS and act as a clearinghouse for the collection and management of all traffic counts performed in the MPA by the cities, County, and FDOT.	Continued providing Fall 2016 Traffic Counts and LOS Report to agencies, consultants, and public as requested.
Maintain the LOSAS to evaluate the congestion and operating condition of the roadway network and produce an Annual Level of Service Report	Ongoing
2016 Traffic Count and LOS Report	Completed
2017 Traffic Count and LOS Report	2017 Traffic Counts and LOS Report Scope of Services approved by Board at October meeting.

ELEMENT 3: RECURRING AND SYSTEMS PLANNING

Task 3.1 Long Range Transportation Planning and MAP-21/FAST Act Implementation	
Purpose	
To complete the 2040 Regional Long Range Transportation Plan (RLRTP) and implement the Go2040 Long Range Transportation Plan (LRTP), the 2040 RLRTP, and the MAP-21/FAST Act performance measures which provide for the development, management, and operation of multimodal transportation systems and considers and/or integrates facilities that serve national, statewide, or regional transportation functions.	
Required Activities/End Products	Progress/Status
MAP-21/FAST Act implementation including performance measurement	<p>Participated in Northern/Airport Connector Alignment Meeting with St. Lucie County on October 17th and in Update Meeting with Florida's Turnpike on November 13th.</p> <p>The 2018 Safety Performance Targets established by FDOT were reviewed by the TPO Advisory Committees and recommended for support at their November meetings. The TPO Board reviewed and supported the Targets at its December meeting.</p> <p>FHWA Transportation Performance Measures One-on-One Meeting Teleconference (December 19)</p>

Go2040 LRTP performance measure implementation	Ongoing
Go2040 LRTP Performance Report	Completed
Go2040 LRTP Amendments	No activity this quarter
Participation in FTP and SIS Policy Plan implementation	<p>Provided guidance on FDOT Autonomous/Connected/Electric/Shared Vehicle Study on October 25th</p> <p>Hosted Draft 2045 SIS Cost Feasible Plan Workshop on November 20th</p>
2040 RL RTP completion and implementation	Ongoing
2040 RL RTP Amendments	No activity this quarter
U.S. 1 Corridor Project Development and Prioritization	Phase 2 of the US-1 Corridor Retrofit Study was discussed with the Martin and Indian River MPO staffs and FDOT on October 10th

Task 3.2 Transit Planning

Purpose

To provide technical assistance and guidance to the transit providers within the MPA and the region and to support public transportation planning and transit grant administration activities.

Note: The transit planning activities supported by Federal Transit Administration (FTA) Section 5305(d) Planning Funds are integrated into this task and further documented in the FTA Section 5305(d) Quarterly Progress Reports.

Required Activities/End Products	Progress/Status
Completion of Waterways Taxi Feasibility Study	Completed
Provision of technical assistance to the transit providers	Assisted the transit provider in establishing a bike-share program to enhance first/last mile transit access and in complying with FTA rules regarding Transit Asset Management Plans.
Regional Bus Route Map Update	Data gathering from the Treasure Coast transit agencies was initiated.
Transit Development Plan (TDP) Annual Progress Reports	Not applicable this quarter.
Initiation of TDP Major Update – Baseline Conditions, PIP, and GOPs	Preliminary work continued with St. Lucie County transit staff on the in-house preparation of the TDP Major Update.
Support of intermodal planning, travel demand management, and transit planning coordination including the SFCS Work Plan	<p>Treasure Coast Transit Meeting (October 27)</p> <p>Interagency Transit Meetings (October 19, November 3, November 30, December 28)</p>
Park and ride lot program planning	Ongoing
Passenger rail service program planning	Ongoing

Task 3.3 Transportation Improvement Program (TIP)	
Purpose	
To annually coordinate, update, and maintain the five-year TIP which reflects Federal, State, and local funding and identifies all Federal, State, and locally funded transportation improvements within the TPO area.	
Required Activities/End Products	Progress/Status
TIP Implementation	<p>Midway Road, State Route A1A North Causeway Bridge, and Port St. Lucie Boulevard Project Design Progress and Agency Coordination Meetings (monthly)</p> <p>Port St. Lucie Boulevard Funding Options meetings with City of Port St. Lucie (October 13 and 24) and with FDOT District 4 (October 25)</p> <p>I-95/Gatlin Boulevard Jobs Express Terminal Update Meeting (December 13)</p> <p>A Local Agency Right-of-Way Partnership Policy was drafted.</p>
Maintenance of the Interactive TIP	Ongoing
Participate in PD&E studies for projects derived from the LRTP	Turnpike Mainline Widening from Jupiter to Fort Pierce PD&E Study (monthly)
US-1 Corridor Retrofit Program Project Development	Phase 2 of the US-1 Corridor Retrofit Study was discussed with the Martin and Indian River MPO staffs and FDOT on October 10th
TIP/STIP Amendments	An administrative amendment to the TIP was completed to incorporate the FY 2017/18 Roll-Forward Report
ETDM/ETAT participation	Ongoing
Development of the 2016/17 List of Priority Projects (LOPP)	Completed
Submittal of 2016/17 LOPP to FDOT	Submitted on August 10, 2016
Review/Endorsement of FDOT's FY 2017/18 – FY 2021/22 Work Program	Completed
FY 2017/18 – FY 2021/22 TIP Adoption & Interactive TIP Update	Completed
2017 Annual Publication of Obligated Federal Projects	Completed
Development of the 2017/18 List of Priority Projects (LOPP)	Completed
Submittal of 2017/18 LOPP to FDOT	Submitted on July 10, 2017
Review/Endorsement of FDOT's FY 2018/19 – FY 2022/23 Work Program	The FY 2018/19 – FY 2022/23 Draft Tentative Work Program (DTWP) was reviewed and endorsed by the Board at its meeting in October.
FY 2018/19 – FY 2022/23 TIP Adoption & Interactive TIP Update	Not applicable this quarter
2018 Annual Publication of Obligated Federal Projects	Not applicable this quarter

Task 3.4 Congestion Management Process (CMP)	
Purpose	
To maintain and monitor the CMP and identify and prioritize CMP projects for the FDOT Work Program and the TPO LOPP and TIP.	
Required Activities/End Products	Progress/Status
CMP Project coordination and prioritization	Ongoing
CMP Major Update which incorporates congestion/safety re-analyses including an analysis of St. Lucie West Boulevard mid-day traffic congestion, redevelopment of the CMP project prioritization methodology, CMP project development and prioritization, Sportsman's Park Traffic Safety Analysis, and redevelopment of the CMP performance measures	Initiated Phase 2 of the CMP Major Update
2017 CMP Annual Report which evaluates the performance of the CMP	Not applicable this quarter
ATMS Master Plan Implementation through participation, including attending project progress meetings, with FDOT and FDOT's consultant in the implementation of Phase I of the ATMS Master Plan; coordination with local agencies; and the development and prioritization of subsequent phases in the TPO's LOPP	ATMS Master Plan Update Meeting with St. Lucie County (November 22)

Task 3.5 Bicycle/Pedestrian/Greenway Planning	
Purpose	
To review, update, and implement the St. Lucie Walk-Bike Network, build upon previous bicycle/pedestrian/greenway planning efforts, and continue the ongoing planning and coordinating efforts which support the provision of bicycle, pedestrian, and greenway facilities.	
Required Activities/End Products	Progress/Status
Final Presentations of Walton Road Multimodal Improvements Feasibility Study	Completed
St. Lucie Walk-Bike Network Updates	Not applicable this quarter
Local coordination/support and project review and prioritization	Ongoing
Treasure Coast Scenic Highway program implementation	Treasure Coast Corridor Management Entity (TCCME) Meetings (October 13 and December 15)
Treasure Coast Scenic Highway Map of Attractions	Treasure Coast Scenic Highway draft brochure review (November 16) Map was included as part of the draft brochure that was reviewed and approved at the TCCME meeting on December 15th

Treasure Coast Scenic Highway Program Annual Report	TPO staff prepared the draft 2017 Annual Report and it was reviewed and approved at the TCCME meeting on December 15th
East Coast Greenway/Florida SUN Trail Implementation	<p>2017/18 Florida SUN Trail LOPP was reviewed and adopted by the TPO Board at its December meeting.</p> <p>SUN Trail Downtown Fort Pierce & Historic Highwayman Segments Public Kick-off Meeting (October 10)</p> <p>Savannas Trail Gap and FEC Overpass Segments Feasibility Studies Update Meeting (November 17)</p>

Task 3.6 Freight Planning	
Purpose	
To continue promoting the St. Lucie TPO area as the freight gateway to South Florida while enhancing the initiatives of agency partners in support of the important freight facilities of regional and Statewide significance located within the St. Lucie TPO area.	
Required Activities/End Products	Progress/Status
Implement local and regional plans	Ongoing
Maintain liaison with various agency staff	Ongoing
Monitor and update the St. Lucie Freight Network	Ongoing
Support continued development of the St. Lucie Freight Logistics Zone	Ongoing
Coordination with the TCTC and FDOT on developing a Freight Element to include in the RL RTP discussed in Task 3.1	Completed
Port of Fort Pierce Master Plan Implementation	TPO staff worked with FDOT and St. Lucie County staffs on the Port of Fort Pierce Master Plan consolidation which included attending a Port of Fort Pierce Advisory Committee Meeting on November 15th and a Plan Review Meeting on December 8th
Florida MPOAC Freight Committee	No activity this quarter
Attendance at various other freight coordination meetings	Ongoing
Provision of planning assistance and support	Ongoing

Task 3.7 Safety and Security Planning	
Purpose	
To provide for the consideration and implementation of projects, strategies, and services which increase the safety and security of the transportation system and users of the system.	
Required Activities/End Products	Progress/Status
Identification of safety issues/mitigation in coordination with the FDOT Safety Office and informed by safety studies completed by FDOT	Ongoing
Identification of security issues/mitigation	Ongoing
Sportsman's Park Traffic Safety Analysis to identify pedestrian/bicyclist hazards and develop countermeasures to increase safety	To be incorporated into Phase 2 of the CMP Major Update.
COOP Exercise	Not applicable this quarter
Signal 4 Analytics Crash Database Utilization	Signal 4 Analytics User Management Webinar (December 7)
CDMS Maintenance and Support	Ongoing
CTST Meetings	Ongoing

Task 3.8 Transportation Disadvantaged (TD) Program	
Purpose	
To provide coordination and planning services for the St. Lucie County TD Program in accordance with Chapter 427 FS, Rule 41-2 FAC, and the Americans with Disabilities Act (ADA) which includes the identification of unmet TD needs.	
<p><i>Note: As indicated in the UPWP, expenses associated with the TPO's administrative and technical support of St. Lucie County's TD program are reimbursed by the TPO's approved FY 2017/18 TD grant from the Florida Commission for the Transportation Disadvantaged (FCTD). These TD activities are summarized separately in Quarterly Progress Reports submitted to the FCTD.</i></p>	

Task 3.9 Ladders of Opportunity	
Purpose	
To develop and implement analytical methods to identify gaps in the connectivity of the transportation system and develop infrastructure and operational solutions that provide the public, especially traditionally underserved populations, with adequate access to essential services.	
Required Activities/End Products	Progress/Status
Identification of transportation connectivity gaps in access to essential services	Ongoing
Development of a Transportation Connectivity Study that identifies and evaluates solutions that provide transit or pedestrian/bicycle access to essential services	The Final Transportation Connectivity Study was reviewed and accepted by the TPO Board at its October meeting.
Transportation Connectivity Study update	Not applicable this quarter

ELEMENT 4: SPECIAL PROJECT PLANNING

Task 4.1 Complete Streets Study	
Purpose	
To improve multimodal access, safety and connections and encourage the development of complete streets corridors.	
Required Activities/End Products	Progress/Status
Prepare a Complete Streets Study which includes the following:	
Development of an inventory of complete streets within the TPO area	Completed
Identification of candidate corridors for complete street treatment	The development of criteria for the identification of candidate corridors for complete street improvements continued.
	The final methodology for the prioritization of candidate corridors for complete street improvements was reviewed and recommended for adoption by the TPO Advisory Committees at their November meetings. The final methodology was reviewed and adopted by the TPO Board at its December meeting.
Preparation of Complete Street Action Plans for selected corridors	Ongoing
Implementation of Action Plans	Not applicable this quarter

ELEMENT 5: REGIONAL AND INTERGOVERNMENTAL PLANNING AND COORDINATION

Task 5.1 Models of Regional Planning Cooperation	
Purpose	
To continue as a model of regional planning cooperation and to coordinate with Federal, State, and other public agencies which are not considered to be local agencies or governments (such as the other MPOs, FDOT, and the TCRPC) on projects and activities that are not identified within specific tasks in the other elements of the UPWP.	
Required Activities/End Products	Progress/Status
Complete and implement local and regional plans including 2040 RL RTP	Ongoing
Maintain liaison with various agency staff	Ongoing
Support and participate in TCTAC and TCTC meetings	Ongoing
Prepare regional meeting agendas, minutes, packets, etc.	Not applicable this quarter
Attend other regional meetings	Draft 2045 SIS Cost Feasible Plan Workshop for Treasure Coast MPOs (November 20th)

Task 5.2 Intergovernmental Planning and Coordination	
Purpose	
To coordinate with local agencies and governments on projects and activities that are not identified within specific tasks in other elements of the UPWP.	
Required Activities/End Products	Progress/Status
Attend/host intergovernmental meetings	<p>City of Fort Pierce Technical Review Committee Meetings (monthly)</p> <p>Project Priorities Coordination Meeting with new St. Lucie County Engineer (October 27)</p> <p>Provided a funding presentation at City of Port St. Lucie Special Meeting on Floresta Drive Improvements (October 30)</p> <p>Hosted Public Meeting for Florida Greenways and Trail System Plan Update (November 8)</p> <p>Broward MPO State of Transportation System Meeting (November 9)</p>
Review plans, reports, and other documents	<p>Completed Multimodal Scoping Checklist for SR-9/1-95 Northbound and Southbound Off-Ramps at Gatlin Boulevard</p> <p>Continued providing assistance to St. Lucie County in the development of its sidewalk capital improvement plan and its proposed bike share program</p> <p>Provided TPO area updates for FGTS Plan Update</p> <p>Reviewed FPL Proposed Solar Farm Project and discussed its impact on the Northern/Airport Connector Project with FPL on December 12th</p>
Provide data, information, comments, and recommendations	Ongoing
Prepare meeting agendas, minutes, packets, etc.	Not applicable this quarter
Provide transportation grant support	Prepared a letter of support from the TCCME for the St. Lucie County 2017 SUN Trail Application for the North A1A segment of the Treasure Coast Scenic Highway Trail Improvements

ELEMENT 6: PUBLIC INVOLVEMENT, EDUCATION & OUTREACH

Task 6.1 Public Involvement, Education & Outreach	
Purpose	
To ensure that the TPO's public involvement process meets or exceeds Federal and State regulations and provides opportunities for the public to participate in the transportation planning process.	
Required Activities/End Products	Progress/Status
Implementation of PIP and CAC/BPAC Meetings, Minutes, and Support	CAC Meeting (November 14): 2018 Meeting Dates New BPAC Member Orientation (October 24) Provided a presentation on the I-95/St. Lucie West Boulevard Interchange Improvement Project to the PGA Village Developer and Government Committee on November 15th BPAC Meeting (November 16): 2018 Meeting Dates Florida International University Student (s) Shadowing Experience (November 12) St. Lucie County Local Mitigation Strategy (LMS) Meeting (December 13)
Annual PIP Evaluation of Effectiveness and Update	Not applicable this quarter
Website/Social Media Management	Ongoing
Title VI/Environmental Justice Compliance	Ongoing
Implementation of RIDES program	Not applicable this quarter.

SUMMARY OF PROGRAM EFFORTS/END PRODUCTS AND TRAINING

As detailed in the corresponding Element and Task subsections of this report, the following major efforts/end products and training were accomplished, attended, or received during this quarter:

- FY 2017-18 FTA Metropolitan Planning Grant Section 5305(d) Application
- 2018 Board and Advisory Committee Meeting Dates
- 2018 Officer Elections and Committee Appointments
- Advisory Committee Member Appointments
- Final 2018 Legislative Priorities
- Federal Certification Review Closeout
- FY 2018/2019 – FY 2019/2020 UPWP Call for Projects
- Final Scope of Services for 2017 Traffic Counts and LOS Report
- 2018 Safety Performance Targets
- TIP Administrative Amendment for FY 2017/18 Roll-Forward Report
- Endorsement of FY 2018/19 – FY 2022/23 DTWP
- Draft Local Agency Right-of-Way Partnership Policy
- 2017/18 Florida SUN Trail LOPP

- Final Transportation Connectivity Study
- Final Methodology for Complete Streets Candidate Corridor Prioritization
- Various training webinars and workshops with regard to pedestrian and bus stop safety, public transportation, performance measures, transportation disadvantaged best practices, transit automation and planning, modeling, sea-level rise, ETDM process, Florida Safe Routes to School Program, and Statewide crash databases.

CONCLUSION

From October 1st through December 31st, a considerable volume and wide range of continuing, comprehensive, and cooperative transportation planning activities were performed by the TPO. Several UPWP program efforts/end products were accomplished, and significant training was received during the quarter. This tremendous production and training are expected to continue into the next quarter.

ATTACHMENTS

Summary of Costs Incurred by UPWP Task
Summary of Staff Hours, Salaries, and Benefits
Account Transaction Details
Salary Expense Details
Benefit Expense Details
Expense Summary
Consultant/Contractor Invoices and Progress Reports and Expense Receipts