

September 13, 2021



AGENDA ITEM 6A

CRTPA FEDERAL CERTIFICATION

TYPE OF ITEM: Action

Federal Highway Administration (FHWA) staff will provide a presentation related to the recent Transportation Management Area (TMA) Certification of the CRTPA.

As a TMA (defined in federal legislation as an urbanized area with 200,000 or more in population), the Capital Region Transportation Planning Agency is subject to a review of operations and organization by the FHWA and Federal Transit Administration (FTA). Specifically, federal law requires both agencies to jointly review and certify the metropolitan transportation planning process for TMAs every four years.

The 2021 review of the CRTPA's planning process was conducted virtually and included representatives from the FHWA and the FTA on February 25 & 26, 2021. A public meeting to receive input on the CRTPA's was conducted on February 25.

Subsequent to the review, the FHWA produced a TMA Certification Report (included as **Attachment 1**) that was provided to the CRTPA in June 2021.

ATTACHMENTS

Attachment 1: TMA Certification Letter and Report
Attachment 2: Draft FHWA Presentation



Federal Highway Administration

Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Federal Transit Administration

Region 4 Office
230 Peachtree St, NW, Ste 1400
Atlanta, Georgia 30303
(404) 865-5600

June 29, 2021

Commissioner Jeremy Matlow, Chair
Capital Region Transportation Planning Agency
300 S. Adams Street, A-19
Tallahassee, FL 32301

Subject: Federal Certification of the Tallahassee Transportation Management Area Planning Process – Capital Region Transportation Planning Agency (CRTPA)

Dear Commissioner Matlow:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review and certify the metropolitan transportation planning process for each Transportation Management Area (TMA) every four years. A Metropolitan Planning Organization (MPO) with an urbanized area of 200,000 or more in population is referred to, in federal legislation, as a TMA. We recently conducted a review of the Tallahassee TMA, more commonly referred to as the Capital Region Transportation Planning Agency (CRTPA).

As a part of the TMA certification review process, FHWA and FTA utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, as well as the degree of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The review of the CRTPA's planning process included a virtual site visit conducted by FHWA and FTA representatives on February 25-26, 2021. During the virtual site visit, time was spent with the MPO staff, the Florida Department of Transportation (FDOT), and the transit agency to discuss the status of the MPO's "3-C" planning process. Throughout the virtual site visit, opportunities were afforded to local elected/appointed officials and the general public to provide their insights on the CRTPA's planning process. In addition to assessing the MPO's progress in addressing the findings from the previous certification review, the MPO's current and/or future implementation of the metropolitan transportation planning requirements was also considered.

Enclosed for your consideration is the final *TMA Certification Review Report* for the Tallahassee TMA, which includes documentation of the various components of the FHWA/FTA certification review of the CRTPA. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent virtual site visit, provides a series of review findings, and issues the FHWA/FTA certification action. In general, the review determined the existence of a “3-C” metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 5303/5305, and associated Federal requirements. The Federal Review Team identified four (4) noteworthy practices, two (2) corrective actions, and two (2) recommendations to improve CRTPA’s current planning process.

Based on the overall findings, the FHWA and the FTA jointly certify that the transportation planning process of the Tallahassee TMA, which is comprised entirely by the Capital Region Transportation Planning Agency, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 30, 2025**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Ms. Cathy Kendall by phone at (850) 553-2225 or by email at Cathy.Kendall@dot.gov

Sincerely,



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



Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

cc: Mr. Greg Slay, CRTPA
Ms. Cathy Kendall, FHWA
Ms. Karen Brunelle, FHWA
Mr. Carlos A. Gonzalez, FHWA
Keith Melton, FTA (Region 4)
Dr. John Crocker, FTA (Region 4)
Mr. Bryant Paulk, FDOT
Ms. Abra Horne, FDOT
Ms. Erika Thompson, FDOT
Mr. Jeff Kramer, MPOAC



2021 Certification Report

**Tallahassee Transportation
Management Area**

Capital Region TPA

Prepared by:

Federal Highway Administration

Florida Division

Federal Transit Administration

Region 4

DRAFT

June 2021

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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, 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 Metropolitan Planning Organization (MPO) governing board.

As a part of the TMA certification review process, FHWA and FTA utilize a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The Federal Review Team conducted a virtual site visit review of the Capital Region Transportation Planning Agency (CRTPA) on February 25th and 26th. Transportation planning for the Tallahassee Transportation Management Area is conducted by the Capital Region Transportation Planning Agency. The last certification review was completed in 2017. The Federal Review Team recognizes four noteworthy practices, identifies two corrective actions, and offers two recommendations the MPO should consider for improving their planning processes. More information related to these findings can be found in the Findings/Conclusions section of this report.

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Transportation Management Area, which is comprised entirely by the Capital Region Transportation Planning Agency MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 2025**.

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Capital Region Transportation Planning Agency Metropolitan Planning Organization

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.336(b) and 49 CFR 613.100, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years.” This four-year cycle runs from the date of issuance of the previous joint certification report.

The primary purpose of a certification review is to formalize the continuing oversight and evaluation of the planning process. The FHWA and the FTA work cooperatively with the TMA planning staff on a regular basis. By reviewing and approving planning products, providing technical assistance, and promoting best practices, the formal assessment involved in a certification review provides an external view of the TMA’s transportation planning process.

A certification review generally consists of four primary activities. These activities include: 1) a “desk audit” which is a review of the TMA’s planning documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP); 2) a “site visit” with staff from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), 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; 3) a Certification Report, which the Federal Review Team prepares, to document the results of the review process; and, 4) a formal presentation of the review findings at a future Capital Region Transportation Planning Agency Board Policy meeting.

Certification of the planning process is a prerequisite to the approval of Federal funding for transportation projects in metropolitan areas. The certification review also helps ensure that the major issues facing a metropolitan area are being addressed. The review process is individually tailored to focus on topics of significance in each metropolitan planning area. Since 2018, to initiate the TMA certification review process, the Federal Review Team has utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. **Appendix A** summarizes the risk evaluation, and the report notes in the relevant sections which topic areas were not selected for review due to existing stewardship and oversight practices after considering the risk factors.

The review for the Capital Region Transportation Planning Agency was held February 25th and 26th, 2021. During this virtual site visit, the Federal Review Team met with CRTPA, FDOT, and StarMetro staff, committee representatives, other partnering

agencies, and the public. See **Appendix B** for a list of review team members and site visit participants, and **Appendix C** for the TMA Certification Meeting Agenda.

The purpose of the public engagement process is to inform the public of the Federal transportation planning requirements and allow the public an opportunity to provide input on the transportation planning process to the Federal Review Team. A public meeting for this certification review was held on February 25th, 2021, in person and via WebEx. For those that could not attend the public meeting or who did not want to speak during the public meeting, contact information for the Federal Review Team was provided. Members of the public were given 30 days from the date of the public meeting to mail, fax or email their comments and/or request a copy of the certification review report. No additional comments were received by FHWA and FTA during the 30-day comment period.

A copy of the public meeting notice can be found in **Appendix D**. Minutes from the public meeting, including a listing of those in attendance and a summary of the public comments is provided in **Appendix E**.

A summary of the 2017 corrective actions and recommendations and their status can be found in **Appendix F**.

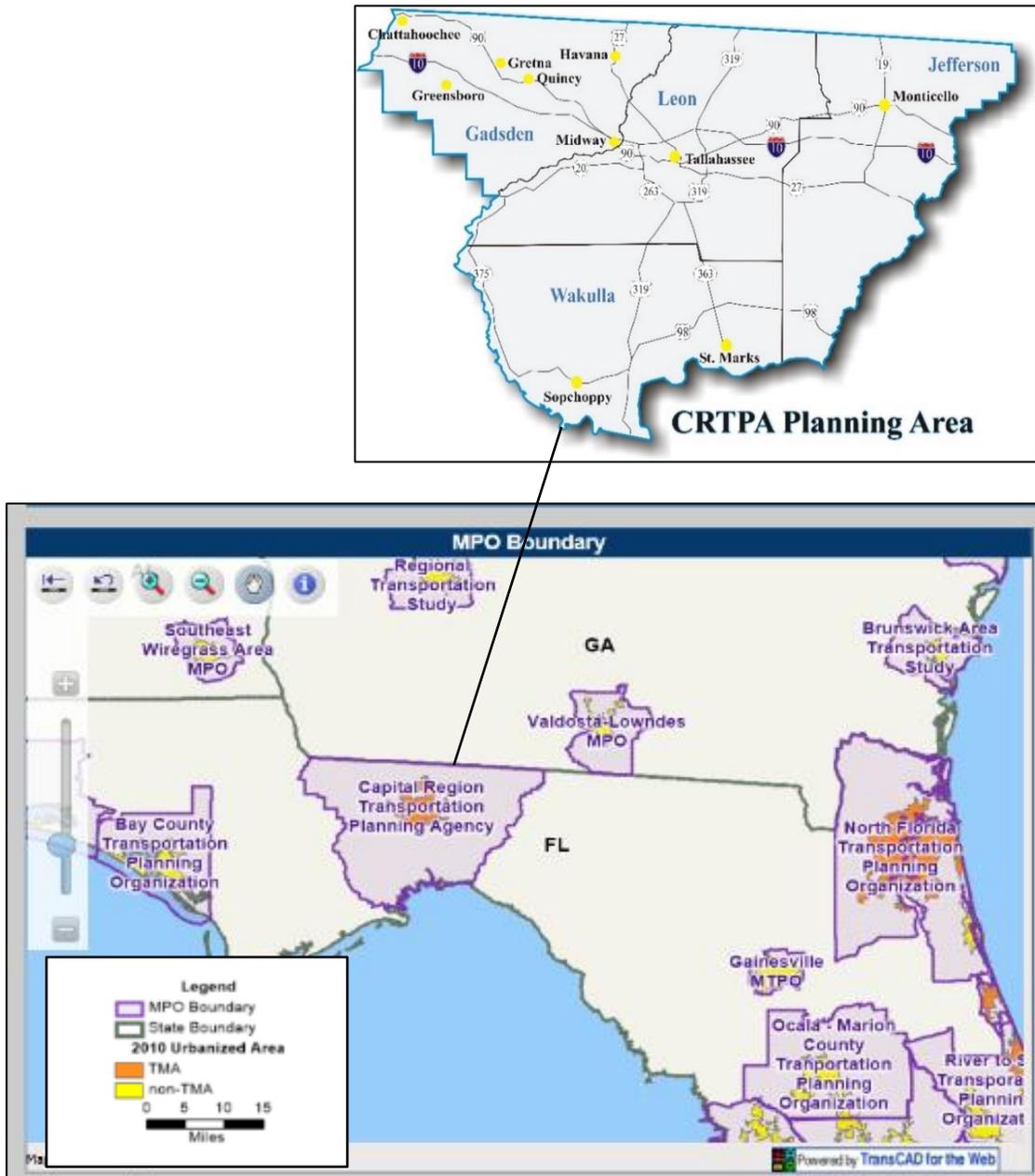
An explanation of planning acronyms can be found in **Appendix G**.

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

A. Description of Planning Area

Observations: The Capital Region Transportation Planning Agency (CRTPA) is located in north Florida. The planning area boundary includes all of Leon, Wakulla, Gadsden and Jefferson Counties and the cities of Tallahassee, Quincy, Monticello, Sopchoppy, and St. Marks. The planning area is bounded on the south by the Gulf of Mexico, the Apalachicola River to the west, and by the State border with Georgia to the north. The CRTPA planning boundary is visually depicted in the CRTPA Planning Area map (Figure 1).

Figure 1



B. Metropolitan Planning Organization Structure

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's boundaries and organization substantially satisfy the federal requirements as outlined in 23 CFR 450.310 and 312.

C. Agreements

Observations:

This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's agreements substantially satisfy the federal requirements as outlined in 23 CFR 450.314.

Section III. Transportation Performance Planning (23 CFR 450.306(a), 306(d), 314(h), 324(f), 326(c), 326(d))

Observations: The MPO set all of their targets for safety, bridge, pavement, and system performance and for Transit Asset Management (TAM) within the prescribed timeframes. The MPO documented the setting of their Safety Measures (PM1) on February 16, 2021, basing their targets on safety data trends. The MPO established Pavement and Bridge Conditions (PM2) and System Performance and Freight Movement (PM3) on September 18, 2018, supporting FDOT's targets. The CRTPA agreed to support StarMetro's transit asset management targets. CRTPA documented the setting of their targets through Board Resolutions. The targets are published here: <http://crtpa.org/transportation-performance-measures/>.

The MPO has written provisions for cooperatively developing and sharing information related to transportation performance data, selection of performance targets, reporting of targets, reporting of performance to be used in tracking progress toward attainment of critical outcomes and reporting of data. These were documented through a "Transportation Performance Measures Consensus Planning Document" Resolution 2020-05-6A adopted May 19, 2020 with FDOT and MPOAC.

In the development of their LRTP (*Connections 2045 RMP*), the CRTPA included a description of the performance measures and targets to assess the transportation system performance. They integrated the goals, objectives, measures, and targets from the FDOT Highway Safety Improvement Program, Strategic Highway Safety Plan, Asset Management Plan and Freight Plan into Appendix C of the RMP. They also included a system performance report and evaluated the condition and performance of the transportation system with respect to the federally required performance targets, including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports and baseline data.

In the development of the TIP, the MPO designed their TIP to make progress toward achieving the targets and describe how the MPO links their project selections and investments to anticipate target achievement. The TIP includes projects selected through a system that supports the CRTPA's goal and objectives and is consistent with FDOT's Five Year Work Program, geared toward achieving performance targets.

Finding: The MPO's transportation performance planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 314, 324, and 326.

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

A. Transportation Planning Factors

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's planning process substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b).

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice regarding Transportation Planning Factors. For more details about this practice, please see Section XI.

B. Air Quality

Finding: The CRTPA is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS).

C. Bicycle and Pedestrian Planning Activities

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's bicycle and pedestrian planning activities substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b), 324(f), and 326.

D. Transit

Observations: Transit service in the CRTPA is provided by StarMetro. StarMetro is organized in the following manner: StarMetro is the transit division of the City of Tallahassee and is governed by the City Council.

StarMetro operates fixed route bus and demand response service with both traditional vehicles and taxis throughout Leon County. Per the 2019 National Transit Database report, StarMetro operates 40 fixed route buses, 60 demand response vehicles and 13 demand response-taxi vehicles in maximum service. Average daily weekday unlinked trips were 11,820 with an annual 13,643,431 unlinked trips on 11,495,592 passenger miles.

Through the MPO agreements, cooperative development of the planning products, coordination activities, and implementation of transit projects, particularly in the development and implementation of the Transit Development Plan, StarMetro is a full partner in this MPO's planning process.

Finding: The MPO's transit activities substantially satisfy the federal requirements as outlined in 49 CFR 613.100 as well as the transit supportive elements outlined in 23 CFR 450.

Noteworthy Practices: The Federal Review Team recognizes two noteworthy practices regarding Transit. For more details about these noteworthy practices, please see Section XI.

E. Intelligent Transportation Systems (ITS)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's ITS activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 322, and 23 CFR 940.

F. Freight Planning

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's freight planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 316, 324, and 326.

G. Security Considerations in the Planning Process

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's security planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(f), 324(h), and 326.

H. Safety Considerations in the Planning Process

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's safety planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(h), and 326.

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

Current Document Title: CRTPA – Unified Planning Work Program FY 20/21 – 21/22
Date Adopted: May 19, 2020

Observations: The CRTPA's above noted UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to undertake to complete their planning responsibilities.

In 2017, the Federal review Team recommended that the CRTPA review and update its Internal Controls Guidelines and the Administrative Procedures Manual. As well, the Federal team recommended the CRTPA conduct a review of the control environment. At the February 2021 site visit, the CRTPA reported that it was still working to develop a process and procedures manual and documenting internal control guidelines. The CRTPA is in the process of developing a Finance Policy for Board review and approval that would govern financial activities for CRTPA's day-to-day operations. CRTPA indicated the Finance Policy is planned to be adopted July 2021.

Finding: The MPO's UPWP substantially satisfies the federal requirements as outlined in 23 CFR 450.308.

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

Section VI. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's outreach and public participation activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316.

Noteworthy Practice and Recommendation: The Federal Review Team recognizes one noteworthy practice and offers one recommendation regarding Outreach and Public Participation. For more details about this practice and recommendation, please see Section XI.

B. Tribal Coordination

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's tribal coordination activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316(c).

C. Title VI and Related Requirements

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's Title VI and related activities substantially satisfy the federal requirements as outlined in 49 CFR 21, 49 CFR 27, 23 CFR 200, 23 CFR 450.316 and 336(a).

Section VII. Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's linking planning and NEPA activities substantially satisfy the federal requirements as outlined in 23 CFR 450.318, 320, 324(f)(10), and 324(g).

Section VIII. Congestion Management Process (CMP) (23 CFR 450.322)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's congestion management process substantially satisfies the federal requirements as outlined in 23 CFR 450.322.

Section IX. Long Range Transportation Plan (23 CFR 450.324)

Current Document Title: Connections 2045 Regional Mobility Plan (RMP)

Date Adopted: November 19, 2020, with a re-adoption on February 16, 2021

A. Scope of LRTP

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The general scope of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324.

B. Travel Demand Modeling/Data

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's travel demand modeling processes substantially satisfy the federal requirements as outlined in 23 CFR 450.324(e).

C. Financial Plan/Fiscal Constraint

Observations: The RMP addresses fiscal constraint in the narrative, tables, and in the Appendix. For estimated revenues, the RMP relies on FDOT estimates of federal and state revenue available of the life of the plan, as well as districtwide estimate of administrative, operations and maintenance costs over the life of the plan for the MPO to use. Other than Blueprint funds, the RMP does not provide an estimate of other local revenues or local operations and maintenance costs. The RMP identifies revenue

Capital Region Transportation Planning Agency

sources, project costs and project phases for most, but not all projects from the effective date of the plan through the plan's horizon year.

The CRTPA adopted the RMP on November 23, 2020, and approved the final RMP document on February 16, 2021. In reviewing the RMP, the Federal Review Team confirmed with the CRTPA staff that there were no substantive changes made in the February adoption but rather a reaffirmation of the previous adoption. During the desk audit, the FHWA/FTA noted a number of compliance issues with the RMP and shared them with the MPO via email on April 4, 2021. In part, the observed issues were: not including the first five years as part of the Cost Feasible Plan, not including transit, sidewalk/bike lane projects, and projects on non-state facilities, not identifying the full range of revenues used to fund the transportation network in the planning area, and a not having a financial plan that sufficiently demonstrated how the plan can be implemented. Some of these observations, such as exclusion of the first five years of projects and transit projects from the RMP, and projects inconsistently identified on the Needs and Cost Feasible Plan were discussed at the certification site review. The CRTPA stated that they were aware that transit was not included in the Cost Feasible Plan and noted that transit would be amended into the RMP following adoption of the Transit Development Plan. Although the Plan includes a table with some revenues and some projects by phase and by planning timeframe tiers, fiscal constraint is not sufficiently demonstrated in the CFP.

Finding: The MPO's 2045 Regional Mobility Plan does not fully satisfy the federal requirements as outlined in 23 CFR 450.324(f)(11).

Corrective Action: The Federal Review Team has identified one corrective action regarding LRTP Financial Plan/Fiscal Constraint. For more details about this corrective action, please see Section XI.

Section X. Transportation Improvement Program (TIP) (23 CFR 450.326, 328, 330, 332, 334)

Observations: This topic area was not selected for additional review based on the results of the risk assessment process. However, as part of FHWA's annual State Transportation Improvement Program (STIP) review, one project was identified in the STIP and TIP that was not consistent with what was reflected in the LRTP. FDOT presumed that this discrepancy would be addressed once the new LRTP was adopted in November. Instead, the project was taken out of the LRTP completely, furthering the inconsistency between the S/TIP and LRTP. In reviewing the readopted 2045 RMP, the Federal Review Team noted that all projects for the first five years of the planning timeframe had been removed from the LRTP, creating additional discrepancies for the S/TIP that could affect future S/TIP and project funding approvals.

Finding: The MPO's TIP does not fully satisfy the federal requirements as outlined in 23 CFR 450.326,328, 330, 332, and 334.

Corrective Action: The Federal Review Team has identified one corrective action regarding the TIP. For more details about this corrective action, please see Section XI.

Section XI. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2021 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 CRTPA'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 or potential risks and are intended to assist the CRTPA in improving the planning process. Noteworthy practices highlight efforts that demonstrate innovative ideas or best practices for implementing the planning requirements.

A. Noteworthy Practices

- 1. Transportation Planning Factors:** The CRTPA recognizes system constraints for capacity improvements and uses community and partner engagement to develop innovative and effective solutions to congestion, safety, and economic development. During the site visit, the CRTPA and their partners identified several successful strategies that have been used to address local needs using area wide studies (such as the Southwest Area Transportation Plan and Midtown Transportation Plan), Intelligent Transportation Systems (ITS) technology improvements, and innovative project financing. A primary example of innovative project financing used by CRTPA is a new 24-mile bike trail that represents the first non-road project that FDOT has ever funded using a State Infrastructure Bank (SIB) loan.
- 2. Transit:** The Federal Review Team was impressed with the transit electronic fare technology, "Move It", that enables users the ability to download and access not only StarMetro services, but connect to first mile/last mile transportation sharing applications for scooters and ride sharing services.
- 3. Transit:** StarMetro is an active partner in the transportation planning process, partnering with the local university to conduct ADA accessibility studies, receiving the HOPE grant for the realignment of routes on the southside, and using virtual public involvement such as the link for the "Design Your Own Transit System". These and other initiatives have resulted in increased transit ridership at a time when most transit agencies are struggling to do so.

4. **Outreach and Public Participation:** For the LRTP development, the CRTPA developed and circulated periodic electronic flyers, which they called *Traffic Jam*. The communicates informed the public about the LRTP and allowed the public to provide comments about the LRTP. *Traffic Jam* was a unique way involve, inform, engage, and educate the general public about the region, the transportation planning process, and the LRTP.

B. Corrective Actions

1. **LRTP Financial Plan/Fiscal Constraint:** In reviewing the LRTP adopted in November 2020, the Federal Review Team noted a number of critical deficiencies in the document related to fiscal constraint which did not comply with 23 CFR 450.324. Initial observations were conveyed at the site visit and written federal review comments provided to the CRTPA on April 4, 2021. These critical comments included the need for a financial plan that explains how the LRTP can be implemented for entire planning timeframe, addressing the entire multimodal transportation system network with all revenues and costs consistently identified. **The CRTPA must develop an action plan by July 30, 2021, to demonstrate how the LRTP will be brought into compliance with federal requirements with action time frames agreeable to the federal agencies and implemented accordingly.**
2. **Transportation Improvement Program (TIP):** In accordance with 23 CFR 450.326(a),(h), and (i), and as emphasized by the 2012 and 2018 LRTP Expectations letters, each project or project phase included in the TIP must be consistent with the metropolitan transportation plan, and those that are not of an appropriate scale for individual identification may be grouped. **The CRTPA must revise the TIP and/or LRTP by September 30, 2021 to demonstrate that the TIP projects are consistent with the LRTP.**

C. Recommendations

1. **UPWP:** The 2017 certification report recommended that the CRTPA review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual. This Policy governs financial activities for CRTPA's day-to-day operations. The CRTPA has developed a Finance Policy for Board review and approval. The policy has not yet been finalized and adopted. The Federal Review Team recommends that the CRTPA adopt the Finance Policy to update the internal guidelines and procedures for financial activities.
2. **Outreach and Public Participation:** The TIP & LRTP amendment processes listed in the CRTPA's Public Involvement Process Plan (PIPP) does not indicate the length of time the public has to comment on TIP or LRTP Amendments. The PIPP points the reader to *FDOT's Program Management*

Handbook Manual for details on the public-review timeframe for TIP & LRTP Amendments. The Federal Review Team recommends the MPO update the PIPP to specify the length of time the public has to comment on TIP and LRTP Amendments rather than refer the public to a document of another agency. The PIPP does specify public-comment requirements for the TIP and LRTP development, 14-day public review for the TIP and 30 days for the LRTP.

D. Training/Technical Assistance

At the conclusion of the site visit, the Federal Review Team asked the MPO staff if they had any training or technical assistance needs. The CRTPA identified technical assistance requests for the following topical areas: TPM and what other states are doing regarding TPM. FHWA and FTA will work with the MPO to provide resources in these areas.

E. Conclusion

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Tallahassee Urban Area, which is comprised entirely by the CRTPA, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective actions stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective actions in accordance with the noted deadlines. This certification will remain in effect until **June 2025**.

Appendix A. Summary of Risk Assessment

MPO: CRTPA
Date of Assessment: November 2020
Cert Review Report Date: June 2021

Topic Area	Selected for additional review?
Organization of MPO/TPO (23 CFR 450.310, 312, 314)	No
Transportation Performance Planning (23 CFR 306(a), 306(d), 314(h), 324(f), 326(c), 326(d))	Yes
Scope of the Planning Process (23 CFR 450.306) - Transportation Planning Factors	No
Scope of the Planning Process (23 CFR 450.306) - Air Quality	No
Scope of the Planning Process (23 CFR 450.306) - Bicycle and Pedestrian Planning Activities	No
Scope of the Planning Process (23 CFR 450.306) - Transit	Yes
Scope of the Planning Process (23 CFR 450.306) - Intelligent Transportation Systems (ITS)	No
Scope of the Planning Process (23 CFR 450.306) - Freight Planning	No
Scope of the Planning Process (23 CFR 450.306) - Security Considerations in the Planning Process	No
Scope of the Planning Process (23 CFR 450.306) - Safety Considerations in the Planning Process	No
Unified Planning Work Program (23 CFR 450.308)	No
Interested Parties (23 CFR 450.316) - Outreach and Public Participation	No
Interested Parties (23 CFR 450.316) - Tribal Coordination	No
Interested Parties (23 CFR 450.316) - Title VI and Related Requirements	No
Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))	No
Congestion Management Process (23 CFR 450.322)	No
Long Range Transportation Plan (23 CFR 450.324)	No
Long Range Transportation Plan (23 CFR 450.324) - Travel Demand Modeling/Data	No
Long Range Transportation Plan (23 CFR 450.324) - Financial Plan/Fiscal Constraint	No
Transportation Improvement Program (23 CFR 450.326, 328, 330, 332, 334)	No

*Note: With the exception of Transit, if all areas are a "No", then the top 3 areas will be reviewed.

The additional areas are: UPWP and LRTP Financial Plan/Fiscal Constraint

Appendix B. Site Visit Participants

Federal Highway Administration (FHWA)

Cathy Kendall
Joseph Sullivan
Carlos A. Gonzalez
Jim Martin

Federal Transit Administration (FTA)

John Crocker

Florida Department of Transportation (FDOT)

Scott Phillips
Mark Reichert
Bryant Paulk
Donna Green
Erika Thompson

Capital Region Transportation Planning Agency (CRTPA)

Suzanne Lex
Greg Slay
Greg Burke
Yulonda Mitchell
John Kostrzewa

StarMetro

Andrea Rosser

MPOAC

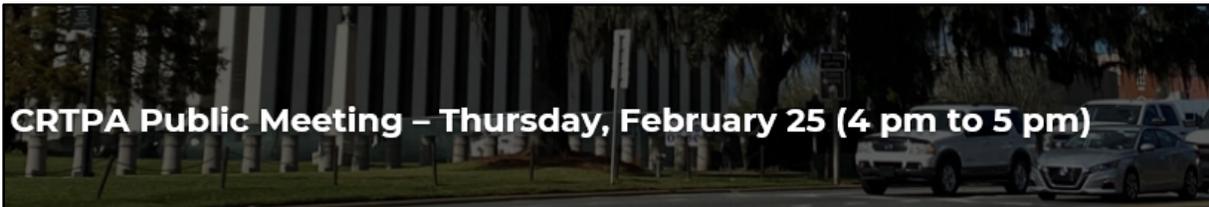
Carl Mikyska

Appendix C. TMA Certification Site Visit Agenda

Capital Region Transportation Planning Agency TMA Certification Review February 25, 2021 – February 26, 2021 Final AGENDA		
Federal Certification Team Members	Cathy Kendall (FHWA) Joseph Sullivan (FHWA)	Dr. John Crocker (FTA) Carlos Gonzalez (FHWA)
Thursday	February 25	Day One
	MS Teams Meeting: Click here to join the meeting	Audio only +1 850-792-4991,576807121# United States, Tallahassee Phone Conference ID: 576 807 121#
8:30 a.m.	Welcome / Introductions <ul style="list-style-type: none"> ➤ Roles/Responsibilities/Key Activities of MPO and Transit Agency Staff 	Federal Team, MPO, FDOT
8:45 a.m.	Site Visit Overview <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Discussion of Risk Assessment ➤ Review schedule and close-out process 	Federal Team
9:15 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification 	Federal Team, MPO, FDOT
9:45 a.m.	MPO Overview including changes within MPO since last TMA Certification <ul style="list-style-type: none"> ➤ Demographics ➤ Boundaries ➤ Political ➤ Process Changes 	Federal Team, MPO, FDOT
10:00 a.m.	Issues and challenges MPO faces regarding process	Federal Team, MPO, FDOT
10:15 a.m.	Break	

Thursday	February 25, 2021	Day One
Time	Item	Lead
10:30 a.m.	Technical Topic: Transportation Performance Planning	Federal Team, MPO, FDOT
11:00 a.m.	Technical Topic: Transit/Transportation Disadvantaged; Transit/UPWP, Transit/Public Outreach, Transit/Technical Assistance & Training Needs	Federal Team, Transit, FDOT, MPO
12:00 p.m.	Technical Topic: Unified Planning Work Program	Federal Team, MPO, FDOT
12:30 p.m.	Wrap Up and End of Day One	Federal Team
Thursday February 25, 2021 Day One		
Time	Item	Lead
	<p style="text-align: center;">Webex Mtg Link:</p> <p>https://talgov.webex.com/talgov/j.php?MTID=m2ad49446eac</p> <p>To Join by phone: +1-408-418-9388 United States toll</p>	<p>Meeting number (access code): 129 240 0171</p> <p>Meeting password: m8EvWJ2MJi8</p>
4:00 p.m.	<p>MPO TMA Certification Review Public Meeting</p> <ul style="list-style-type: none"> ➤ Greetings and Introductions of the Federal Review Team ➤ Why are we here? What is the purpose of the Federal TMA Certification Review process? ➤ Audience Input ➤ Closing Remarks 	Federal Team
Friday February 26, 2021 Day Two		
	<p style="text-align: center;">MS Team Link:</p> <p>Click here to join the meeting</p>	<p>For Audio Access only: +1 850-792-4991,566686602# United States, Tallahassee</p> <p>Phone Conference ID: 566 686 602#</p>
8:30 a.m.	Introductions & Recap of Day 1	
8:45 a.m.	Technical Topic: LRTP Fiscal Constraint	Federal Team, MPO, FDOT
9:45	<p>Share Best Practices and Lessons Learned</p> <ul style="list-style-type: none"> ➤ What is the MPO most proud of over the last four years? ➤ What challenges have you encountered and addressed 	MPO
10:15 a.m.	Break	
10:30 a.m.	Preliminary Findings Discussion Among Federal Team	Federal Team
11 a.m.	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, FDOT
11:30 a.m.	Adjourn Site Visit	

Appendix D. Public Engagement Notice



CRTPA Public Meeting – Thursday, February 25 (4 pm to 5 pm)

CRTPA Hosts Certification Public Meeting
Thursday, February 25
4 pm to 5 pm
Tallahassee Commission Chambers (300 S. Adams Street)

As the region's Transportation Management Area, the CRTPA is formally certified every four (4) years by the Federal Highway Administration and the Federal Transit Administration to ensure that the agency is satisfactorily meeting federal planning requirements. The certification process consists of a review of the CRTPA's plans and processes, meetings with the CRTPA staff, and a public meeting to solicit input from the community. Input from the general public, local elected officials, and planning partners during the course of the review is an important part of the certification process.

To that end, a public meeting associated with the CRTPA's upcoming federal certification has been scheduled. The Federal Review Team wants to hear input from the community on the transportation planning process and specifically:

- Does the community receive the necessary information to become involved in the local transportation planning process?
- Is the way citizens can get involved clearly explained?
- Whether input from the community and citizens is considered and addressed by the CRTPA.

NOTE: Community members may attend the meeting in person or virtually. To attend virtually, please register before noon (12 pm) on Wednesday, February 24 at [EVENT BRITE](#). You will be contacted by CRTPA staff and provided with a link to virtually access the meeting.

Public input for the meeting may be provided in the following manner:

- Provide comments in person at the meeting. Speakers are requested to limit their comments to five (5) minutes; or
- Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page. Comments received up to 12:00 p.m. on February 26th will be accepted and included in the official record of the certification meeting; or
- Provide live comments during the meeting via video conference by registering before noon (12 pm) on February 24 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to five (5) minutes.

Quick Links

- [Meetings](#)
- [Projects](#)
- [Documents](#)
- [Our Board](#)
- [Links](#)

Upcoming Meetings

[March 2, 2021 TAC Meeting \(CANCELLED\)](#)

Meeting Type: TAC Meetings
Date and Time: March 2, 2021
9:00 am

[March 2, 2021 CMAC Meeting \(CANCELLED\)](#)

Meeting Type: CMAC Meetings
Date and Time: March 2, 2021
11:30 am

[March 16, 2021 CRTPA Meeting](#)

Meeting Type: CRTPA Board Meetings
Date and Time: March 16, 2021 1:30 pm
Location: City Of Tallahassee Commission Chambers

- Provide written comments after the meeting up until March 27. Such comments may be submitted to:

- Federal Highway Administration
Attn: Cathy Kendall/Joseph Sullivan
3500 Financial Plaza, Suite 400
Tallahassee, FL 32312
via email:
Cathy.Kendall@dot.gov or Joseph.Sullivan@dot.gov

Join the CRTPA, Federal Highway Administration (FHWA) and the Federal Transit Agency (FTA) for a Public Meeting on Thursday, February 25, 2021 at 4:00 pm.

Federal regulations require that FHWA and FTA jointly certify that the CRTPA is satisfactorily meeting federal planning requirements. As part of the certification process, the CRTPA hosts a public meeting to solicit input from the general public and our planning partners.

This meeting provides the community an opportunity to comment on the CRTPA's transportation planning processes and public outreach activities. The meeting will be held at the [City Commission Chambers, Tallahassee City Hall, 300 S. Adams St., Tallahassee](#). (Note: Masks Required)

The meeting's purpose is to solicit comments on the [CRTPA](#) and such comments may be provided in the following manner:

Provide comments in person at the meeting. Speakers are requested to limit their comments to five (5) minutes; or submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page.

Comments received up to 12:00 p.m. on February 26th will be accepted and included in the official record of the certification meeting; or Provide live comments during the meeting via video conference by registering before noon (12 pm) on February 24 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are [request](#) to limit their comments to five (5) minutes.

Please visit our website for more information on the [CRTPA Certification Meeting](#).

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 Suzanne.lex@crtpa.org y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión

From: [Lex, Suzanne](mailto:Lex.Suzanne)
Bcc: carla.a.chonka@dot.gov; chanson@cedtrusts.org; Realista@comcast.net; thehill@netally.com; floor@sunbeam66@yahoo.com; hsyat@psdsi@dot.state.fl.us; nad@trilliumbus.org; johanna@dot.state.fl.us; Conna.Green@dot.state.fl.us; dbeahr@trillium.com; janet@imagnet.fsu.edu; dmbakes@hotmail.com; Dana.Osher@mbakerist.com; Burke, Greg; Stav, Greg; Kozdrzew, Jacek; Lex, Suzanne; vanhol@magnet.fsu.edu
Subject: REGISTER to Attend Virtually - CRTPA Certification Meeting on February 25, 2021 at 4:00 pm
Date: Friday, February 19, 2021 7:21:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

[Register](#)

**Join the CRTPA, Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA)
for a Public Meeting on Thursday, February 25, 2021 at 4:00 pm.**

Federal regulations require that FHWA and FTA jointly certify that the CRTPA is satisfactorily meeting federal planning requirements. As part of the certification process, the CRTPA hosts a public meeting to solicit input from the general public and our planning partners.

This meeting provides the community an opportunity to comment on the CRTPA's transportation planning processes and public outreach activities. The meeting will be held at the [City Commission Chambers, Tallahassee City Hall, 300 S. Adams St., Tallahassee](#). (Note: Masks Required)

The meeting's purpose is to solicit comments on the CRTPA and such comments may be provided in the following manner:

- Provide comments in person at the meeting. Speakers are requested to limit their comments to five (5) minutes; or
- Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page. Comments received up to 12:00 p.m. on February 26th will be accepted and included in the official record of the certification meeting; or
- Provide live comments during the meeting via video conference by registering before noon (12 pm) on February 24 at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to five (5) minutes.

Please visit our website for more information on the [CRTPA Certification](#)

[Meeting.](#)

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact Suzanne Lex, CRTPA Title VI Coordinator, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanas con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.Lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la

Appendix E. Summary of Public Feedback

FHWA and FTA would like to thank everyone who participated in and contributed comments for the CRTPA TMA Certification Review. Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their transportation planning area. The comments received during the public meeting praised CRTPA for extensively coordinating and partnering with the city of Tallahassee, StarMetro, and various civic groups throughout the region. No additional comments were received during the 30-day public comment period following the virtual site visit. We have reviewed all comments and have taken them into consideration throughout the writing of this report. Below begins the public meeting minutes and the public comments received.

Public Comments Received through the Certification Review Agenda item: MPO TMA Certification Review Public Meeting on February 25th, 2021:

Ms. Cathy Kendall, FHWA, provided introductory remarks. FHWA Presentation by Joseph Sullivan.

This was a Hybrid Public Meeting: CRTPA Staff & a few others were in person. The majority of attendees, including members of the public, FHWA, and FDOT participated via WebEx.

Attendees

CMAC Mary Kay Falconer

CMAC Marcus Thompkins

CMAC Roger Holdener

FDOT Donna Green - District Three Urban Liaison

FDOT Bryant Paulk - District Three Urban Planning Manager

FDOT Scott Philips - Statewide Metropolitan Planning Analyst

TAC Kwentin Eastberg - Transportation Planning Manager (Apalachee Regional Plng. Council)

TAC Pat Maurer - Commuter Assistance Coordinator, RideOn

TAC Lauren Cruz – Planner, Wakulla County Planning Department

TAC Josh Hollingsworth, Engineer, City of Tallahassee Regional Transportation Mgmt. Center

TAC Diane Quigley, Growth Management Director, Gadsden County

Chantell Smith, Citizen

Greg Slay, AICP, Executive Director, CRTPA

Jack Kostrezewa, Assistant Director, CRTPA

Greg Burke, AICP, Planning Manager, CRTPA

Suzanne Lex, Programs Manager, CRTPA

Yulanda Mitchell, Administrative Assistant, CRTPA

Andrea Rosser, StarMetro

FDOT Mark Reichert (Registered but Did Not Attend)

Capital Region Transportation Planning Agency

TMA Certification Public Meeting

Providing opportunities for public involvement is an essential part of the transportation planning process. To that end, FHWA and FTA, in cooperation with the CRTPA, held a public meeting as part of the TMA Certification review. The meeting, held Thursday, February 25, 2021 at 4:00 p.m. in the City of Tallahassee Commission Chambers, provided an opportunity for participation in person or via a virtual platform.

Notice of the meeting was distributed via email to the CRTPA's contact list and posted on the CRTPA's website. The notice informed the public that FHWA and FTA were soliciting input from the community on the transportation planning process. In addition, the announcement requested public input on whether the community receives the necessary information to become involved in the process; if the way citizens can be involved clearly explained; and, if input from the community and citizens is considered and addressed. Lastly, the notice explained how citizens could provide comment, whether in writing or during the meeting.

In addition to the FHWA, FTA and CRTPA staff members, the meeting was attended by representatives from the Florida Department of Transportation and by members of the CRTPA's Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC). Attendees present represented partner transportation planning agencies as well as three of the four member counties. A total of 11 participants, both in-person and via the virtual platform, attended the meeting.

After introductions, Federal Highway presented information about the metropolitan transportation planning process and then opened the floor for public comments.

First to speak was **Andrea Rosser, Star Metro Transit**. Ms. Rosser commented that she has participated in previous TMA Certifications of the CRTPA; however, in the past four years the communication and collaboration between StarMetro and the CRTPA has improved tremendously. Currently, the agencies are partnering on the update to the Transit Development Plan and Comprehensive Operational Analysis.

Josh Hollingsworth, City of Tallahassee's Regional Transportation Management Center (RTMC) introduced himself and the agency's role in operating the transportation network. Mr. Hollingsworth mentioned that the CRTPA recognizes the importance of technology in systems operations and actively supports this effort. The agencies have developed a strong working relationship throughout the transportation planning process. For example, the agencies recently partnered to complete the Intelligent Transportation System Master Plan and such coordination continues now in implementing recommendations from the study. As well, Mr. Hollingsworth mentioned that CRTPA always provides a seat at the table for planning and congestion management in our region.

Marcus Thompkins, CMAC member, spoke to the support that the CRTPA has provided to him and opportunities to be involved. He specifically spoke to the recent fatalities on West Tennessee Street, urging the CRTPA to support safety improvements for pedestrians and bicyclists for this corridor. Mr. Thompkins also suggested that the CRTPA develop a handbook for new members of the CMAC. About the Tennessee Street area said, “perhaps CRTPA can work to identify and implement a fast response for crashes related to pedestrian and bicyclists.”

Mary Kay Faulkner, CMAC member, spoke next and recognized the efforts of the CRTPA and the responsiveness of the agency and consultant during the development the recently adopted Long-range Transportation Plan. Ms. Faulkner encouraged the CRTPA to participate in local civic groups and to grow our presence in the community. Ms. Faulkner indicated “we can involve citizens much more. The information could be simplified and shared with citizens in layperson terms. Another point, she stated, there could be more involvement of pedestrians and bicyclists.

Pat Maurer with RideOn I’m excited to be on the Community Traffic Safety team...we serve as an extension arm for information about traffic congestion. We work with StarMetro to further collaborate and get the word out. Mr. Maurer discussed the partnership with the CRTPA and highlighted the safety initiatives underway. Ms. Maurer also praised the CRTPA’s efforts with reestablishing the Community Traffic Safety Team for Leon County. Next, Kwentin Eastberg from the Apalachee Regional Planning Council (ARPC) spoke about his agency’s role as the Transportation Disadvantaged Coordinator for all four counties and the strong partnership in regional planning between the two agencies.

Kwentin Eastberg, ARPC member – It’s been great working with CRTPA staff and Board members. Everyone knows Tallahassee is the economic engine of this area. Many folks surrounding counties travel to DT for various reasons and congestion is a big consideration for many. I’m also on the TAC and there is great information exchange between our agencies. Commuter assistance program is good.

The final speaker was **Bryant Paulk with FDOT**. Mr. Paulk commended the CRTPA that once a plan or study is completed, they then work to implement the recommendations and it is not just a report that is filed on the shelf.

This concluded the public comments and FHWA and the CRTPA staff thanked the audience for attending.

Public Comments Received within the 30-day comment period by Email Directly to CRTPA (sent forward by CRTPA staff) or comments sent directly to FHWA.

No Public Comments Received

Appendix F. Status of Previous Certification Findings

The following is a summary of the previous corrective actions and recommendations made by the Federal Review Team to the CRTPA. The MPO's last certification review report was published in 2017.

A. Corrective Actions

1. **Transit (Annual Listing of Obligated Projects):** In accordance with 23 CFR 450.332, 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, CRTPA staff needs to coordinate with FDOT and the public transportation operator(s) to ensure that transit projects are included in the Annual Listing of Obligated Projects. **An Annual Listing of Obligated Projects for transit projects must be completed by July 31, 2017, making it available in a manner consistent with the CRTPA's Public Participation Process for the TIP.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

2. **Public Participation:** In reviewing the current PPP, the Federal Review Team found that the requirements to describe explicit procedures and strategies, as described in 23 CFR 450.316(a)(1), were not met. The plan needs to describe how the TPA coordinates with statewide transportation planning public involvement and consultation processes. **TPA must update the PPP with the specific strategies that they use in the public engagement process by February 28, 2018.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on November 19, 2019 confirming that the corrective action had been satisfied.

3. **Title VI and Related Requirements:** The Federal Review Team reviewed a sample of federally-assisted contracts to determine whether DBE Assurance Language from 49 CFR 26.13 and Nondiscrimination Clauses from the Sub-recipient Assurance were included. We find that neither the Request for Qualifications (RFQ) nor General Planning Consultant (GPC) Agreements provided by CRTPA contain the required information. General nondiscrimination commitments as in Section 11 of the RFQ or Section 2 of the Agreement are insufficient to meet FHWA, FTA or FDOT requirements. The TPA could refer to the City of Tallahassee's procurement documents and procedures to the extent they comply with federal and related laws. The CRTPA must conduct a review of

its procurement processes **and documents, correcting those that fail to contain required legal language by September 30, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

- 4. Linking Planning and Environment:** In accordance with CFR 450.322(f)(7), the metropolitan transportation plan shall, at minimum, include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. This discussion must expand beyond a general policy of avoidance and consider other strategies and activities that may be used, in the case that environmentally or socially sensitive areas cannot be avoided. **The CRTPA needs to include a discussion of potential environmental mitigation activities in the 2040 RMP by December 31, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

- 5. Congestion Management Process (CMP):** As identified by 23 CFR 450.320(c), the CMP is required to be developed and implemented as an integral part of the metropolitan planning process during the LRTP development. The TPA's CMP is not clearly utilized during the last two LRTP updates nor has an evaluation of the effectiveness of the CMP strategies been conducted. The evaluation measures must be used to provide feedback to determine the effectiveness of CMP strategies. **The CRTPA must develop a CMP by June 30, 2018, that specifically demonstrates how the process will be used in the 2045 LRTP update, identify evaluation measures, and using the CMP strategies, collect data to complete an evaluation by December 31, 2018.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on November 19, 2019 confirming that the corrective action had been satisfied.

- 6. Transportation Improvement Program (TIP):** During the development of the FY 2016/17-2020/21 TIP, FHWA provided several critical comments related to fiscal constraint demonstration, public engagement process, and project details per 23 CFR 450.324(e, g, h, & i) and 23 CFR 450.316(a)(l)(vi). These comments were not subsequently addressed. Following the site visit, the CRTPA released the Draft FY 2017 /18-2021/22 TIP for public comment, which FHW A reviewed and found that the critical comments have now been addressed. **The CRTPA must provide documentation to FHW A/FT A that the Board adopted the TIP with the critical comments incorporated by August 1, 2017.**

Update: The MPO took necessary actions to resolve the corrective action. FHWA/FTA sent formal correspondence on January 19, 2018 confirming that the corrective action had been satisfied.

B. Recommendations

1. **MPO Planning Structure:** FHWA is not typically included in the composition of an MPO Board. The Federal Review Team recommends that the FHWA be removed as a non-voting advisory member of the CRTPA Policy Board.

Update: FHWA is not designated as a non-voting member in the bylaws. The LRTP and FHWA previously listed FHWA as a non-voting member incorrectly.

2. **Agreements:** The Federal Review Team encourages the CRTPA to periodically review, and update as necessary, all agreements to address any changes in coordination efforts. We also recommend that the CRTPA publish all current agreements on the website to increase transparency to the public.

Update: The Intergovernmental Coordination and Review (ICAR) Agreement between the CRTPA, FDOT, StarMetro and the Apalachee Regional Planning Council (ARPC) was updated in 2020. A revision to the Interlocal Agreement for the Creation of the MPO to remove the weighted voting requirement was approved by the CRTPA in early 2020. The agreement can be viewed here: <http://crtpa.org/crtpa-documents/>

3. **Intelligent Transportation System:** The Federal Review Team encourages the CRTPA to resume an active role as a partner with the City TATMS, FDOT and other partners, not only during RITSA updates and the development of the project priority lists, but also during its development of the Long Range Transportation Plan and Transportation Improvement Programs. This involvement will not only ensure that the projects the CRTPA adopts remain consistent with the RITSA but will lead to a more fully developed and robust ITS program within the region.

Update: The CRTPA partnered with TATMS in the funding as development of the ITS Master Plan (completed late 2020) as well as establishing an annual ITS Priority Project List (PPL) in September 2020. In FY 2021, the CRTPA allocated \$750,000 to fund the top ITS Priority. The CRTPA has also made supplemental funding for TATAMS a top priority on our Traffic Systems Management (TSM) PPL.

4. **Freight:** With the increased emphasis on freight in the FAST Act, and the resulting planning regulation's focus on the importance of incorporating providers of freight and freight stakeholders in the planning process, the Federal Review Team recommends that the CRTPA put forth a stronger effort to build

relationships with the retailers and freight and manufacturing industries within the region. The CRTPA is encouraged to seek opportunities to attend freight industry meetings and events to educate them on the MPO process and to help the industry understand that they too have a seat at the table and a stake in the transportation process.

Update: The CRTPA is involved in freight issues at the state level through the MPOAC Freight Subcommittee. In addition, CRTPA partnered with FDOT Freight Logistics and Passenger Operations Office and Florida State University to conduct a off-hours freight movement study. The study began in late 2019 and had been put on hold due to COVID-19.

5. **Freight:** The Federal Team recommends that during the development of the 2045 Long Range Transportation Plan, the CRTPA provide a more thorough analysis of multimodal freight within the region. This analysis should include the impacts of freight movement to the transportation system as well as the multimodal freight needs for the continued economic development and growth within the region. The CRTPA is reminded that local freight movement should be considered and is integral in goods movement within the CRTPA and needs to be included in this analysis and recommendations in the LRTP.

Update: CRTPA recognizes that local freight movements are integral in keeping the economy moving, which is something that was noticeable during the COVID-19 pandemic. The RMP approached the integration of freight through the project prioritization process and through Performance Measures. Areas of particular interest in the CRTPA region for freight include continued improvements to the I-10 corridor for more regional and statewide freight.

6. **Security:** Since the CRTPA moved its offices back into Tallahassee's City Hall, no tests of the COOP, other than those by City Hall, have been conducted. The Federal Review Team recommends that the CRTPA begin conducting its own tests of the COOP and its various elements specifically related to the TPA to ensure that the TPA is able to conduct normal business functions during long term or catastrophic events. This testing includes exploring the ability of staff to telework, ensure staff has access to its various systems while teleworking, and be able to process payroll and perform successful invoicing functions.

Update: The COOP was activated in March 2020 due to the COVID-19 pandemic. CRTPA staff has been working from home since that time with no impact to overall operations. We will be looking to update the COOP this year to reflect lessons learned during the pandemic and processes to improve the COOP.

7. **Safety:** The 2040 RMP does not include a specific summary of how the CRTPA's safety goals and objectives align with the SHSP. During the site visit discussions, it became evident that the TPA was supporting some of the SHSP emphasis

areas, but the TPA's documents do not demonstrate this link nor did the staff appear familiar with the SHSP. Since the CRTPA includes counties that are in the Top 20 Counties for fatalities in Florida, the Federal Review Team again strongly recommends that the CRTPA ensures that future Long Range Transportation Plans include a safety element that incorporates or summarizes the priorities, goals, countermeasures or projects for the TPA contained in the SHSP.

Update: The CRTPA Connections 2045 RMP reflects the goals, objectives, performance measures, and measures as they are available and described in other state and public transportation plans and processes; specifically, the Florida Strategic Highway Safety Plan (SHSP) and the Florida Highway Safety Improvement Program (HSIP). Safety is a component of Chapter 4: Project and Prioritization, specifically on Page 4-2 under the "Prioritization Criteria". This chapter is an overview of the process with further definition of the criteria and weighting of projects in Appendix D: Project Prioritization.

8. **Unified Planning Work Program (UPWP):** The Federal Review Team recommends that the CRTPA review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual. Furthermore, we recommend that the CRTPA conduct a documented review and analysis of the control environment, and complete a documented, regularly scheduled, annual or biennial risk assessment.

Update: CRTPA is currently working to develop a process and procedures manual as well as documenting our internal control guidelines. They anticipate having both completed before the end of 2021.

9. **Public Participation:** The Federal Review Team recommends that the CRTPA review the website to ensure that it is current and useful. Any outdated information should be removed or appropriately archived.

Update: The CRTPA website underwent a complete overhaul in 2018, along with the Public Participation Plan. Updates included a more streamlined user interface, a news and project update section as well as ADA compatibility. CRTPA reports that the website is reviewed on a routine basis to ensure information is up-to-date and complete. The CRTPA website appears to include update information about meetings, key documents, and their various boards and committees.

10. **Public Participation:** During the site visit and review, documentation demonstrating the evaluation of the measures of the effectiveness of its public participation activities was not available. While the staff does discuss the outcome of each event, there was little information provided as to what happens to the information and if the information is ever used by the staff to improve the planning process. The Federal Review Team recommends that staff take the

next step to more fully document these outcomes and how their PPP strategies have changed response to the evaluations as part of the PPP update.

Update: The CRTPA 2018 Public Involvement Plan has goals and objectives used as targets to measure how effective public involvement efforts are at reaching various publics, obtaining information from a diverse group of people, and considering the as the agency makes decisions about plans and projects. The Southwest Area Transportation Plan and the Midtown Area Transportation Plan demonstrate CRTPA's emphasis on documenting public involvement. Both efforts contained a significant amount of in-person and online efforts as well as detailed overviews of those efforts in the final reports. CRTPA plans to update its existing Public Involvement Plan in 2021.

11. **Title VI and Related Requirements:** CRTPA continues efforts to obtain better representation among underserved groups, including racial/ethnic minorities, those with disabilities, and college students, on its committees and in its outreach. This effort includes coordination with service groups that have more regular contact with these communities. The Federal Review Team encourages the TPA to partner with schools, social service groups, and community organizations when seeking committee members. Doing so provides broader, lasting representation that is not always possible when relying on individual community members.

Update: The CRTPA works to develop relationship during its planning and programming activities. During the Southwest Area Transportation Plan the CRTPA developed relationships with several groups. Staff worked with neighborhood groups including the Providence, Liberty Park as well as Pineview Elementary and Nims Middle Schools to obtain community-level input. The Public Involvement Plan has many outreach venues and seeks to provide equitable strategies to participate in the region's transportation planning process.

Appendix G. Acronym List

ADA – Americans with Disabilities Act	NHS – National Highway System
AQ – Air Quality	NTI – National Transit Institute
CAAA – Clean Air Act Amendments of 1990	PEA – Planning Emphasis Area
CFP – Cost Feasible Plan (of the LRTP)	PL – Metropolitan Planning Funds
CFR – Code of Federal Regulations	PPP – Public Participation Plan
CMAQ – Congestion Mitigation and Air Quality	RA – Regional Administrator
CMP – Congestion Management Process	RTIP – Regional Transportation Implementation Plan
DA – Division Administrator	RTP – Regional Transportation Plan
DBE – Disadvantaged Business Enterprises	SAFETEA-LU – Safe, Accountable, Efficient Transportation Equity Act: A Legacy for Users
DHHS – Department of Health and Human Services	RPC – Regional Planning Commission
EJ – Environmental Justice	SFY – State Fiscal Year
ETDM – Efficient Transportation Decision Making	SHA – State Highway Administration
EPA – Environmental Protection Agency	SHSP – Strategic Highway Safety Plan
FAST Act – Fixing America’s Surface Transportation Act	SIP – State Implementation Plan
FDOT – Florida Department of Transportation	SOP – Standard Operating Procedures
FHWA – Federal Highway Administration	SOV – Single Occupancy Vehicle
FTA – Federal Transit Administration	SPR – State Planning and Research
FY – Federal Fiscal Year	STIP – Statewide Transportation Improvement Program
GIS – Geographic Information Systems	STP – Surface Transportation Program
HSIP – Highway Safety Improvement Program	TAM – Transit Asset Management
HPMS Reviews – Highway Performance Monitoring System	TAMP – Transportation Asset Management Plan
ISTEA – Intermodal Surface Transportation Efficiency Act	TAZ – Transportation Analysis Zone
ITS – Intelligent Transportation Systems	TCM – Transportation Control Measure
LEP – Limited English Proficiency	TDM – Transportation Demand Management
LRTP – Long Range Transportation Plan	TEA-21 – Transportation Equity Act for the 21 st Century
M&O – Management and Operations	TIP – Transportation Improvement Program
MAP-21 – Moving Ahead for Progress in the 21 st Century	Title VI – Title VI of the 1964 Civil Rights Act
MOA – Memorandum of Agreement	TMA – Transportation Management Area
MOU – Memorandum of Understanding	TMIP – Travel Model Improvement Program
MPA – Metropolitan Planning Area Boundary	TPA – Transportation Planning Agency
MPO – Metropolitan Planning Organization	TPCB – Transportation Planning Capacity Building Program
MPOAC – Metropolitan Planning Organization Advisory Council	TPM – Transportation Performance Management
NAAQS-National Ambient Air Quality Standards	TPO – Transportation Planning Organization
NEPA – National Environmental Policy Act	UAB – Urban Area Boundary
NHI – National Highway Institute	UPWP – Unified Planning Work Plan
	U.S.C. – United States Code
	UZA – Urbanized Areas
	VMT – Vehicle Miles Traveled

2021 CRTPA Certification Review

Summary of Findings Tallahassee TMA



Cathy Kendall, AICP
FHWA Planning Team Lead

September 13, 2021

Overview

- o Virtual Site Visit & Public Meeting:
February 25-26, 2020
- o Review Team
 - o Cathy Kendall- Lead
 - o Joseph Sullivan
 - o Carlos Gonzalez
 - o Jim Martin
 - o Dr. John Crocker (FTA)
- o 4 NP, 2 CA, 2 Recs
- o Certification Report Issuance: June 2021

Summary of Risk Assessment

CRTPA Focus Topics for 2021 Review:

- Unified Planning Work Program
- LRTP Financial Plan/Fiscal Constraint
- Transportation Performance Management
- Transit

Noteworthy Practices

- o [Transportation Planning Factors](#) – Innovative and effective solutions to congestion, safety, and economic development
- o [Transit](#) – “Move-it” transit fare technology that connects users to connect to 1st mile/last mile applications (scooters, rideshare)
- o [Transit](#) – Using university partnerships, grants to improve routes, and new virtual public involvement techniques to improve ridership
- o [Outreach and Participation](#) – *Traffic Jam* flyers to inform public about LRTP development

Corrective Actions

- o Long Range Transportation Plan-Financial Plan/Fiscal Constraint - Many deficiencies, including 1st five years, as well as revenues and projects for non-state roads (including transit). Action plan by 7/30/21 to revise LRTP.
- o TIP – projects in TIP not consistent with the LRTP. Revise to be consistent by 9/30/21.

Recommendations

- o UPWP—review, update and approve new versions of the Internal Controls Guidelines and the Administrative Procedures Manual
- o Outreach and Public Participation—update the PIPP to specify the length of time the public has to comment on TIP and LRTP amendments

Questions?

Cathy Kendall

o cathy.Kendall@dot.gov

o 850-553-2225

Joseph Sullivan

o Joseph.Sullivan@dot.gov

o (850) 553-2248