## 2014 Certification Review

1. Please include a written “status” of follow-up actions on corrective actions and/or recommendations made during the last Federal TMA Certification Review.

<table>
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<th>Corrective Actions</th>
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<td><strong>Agreements:</strong> As identified by 23 CFR 450.314(a), the TPO needs to update their Interlocal Agreement since it out of date and not reflective of current practices. For example, the city of Orange Beach, AL, is a voting member of the TPO board and is not reflected in the voting membership. <strong>An updated Interlocal Agreement needs to be executed by December 31, 2015.</strong></td>
<td>The Interlocal Agreement for Creation of the Florida-Alabama TPO was updated and approved by the TPO on October 7, 2015, to include the City of Orange Beach, AL.</td>
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<td><strong>Congestion Management Plan:</strong> As identified by 23 CFR 450.320(c)(6), the CMP needs to contain evaluation measures that must be used to provide feedback to determine the effectiveness of strategies in the CMP. This requirement for evaluation measures to be included in the CMP needs to be met by November 30, 2015 and in use by April 30, 2016.</td>
<td>The Congestion Management Plan was updated and approved on November 3, 2015, as part of the 2040 Long Range Transportation Plan update. TPO Staff worked with FHWA to ensure the evaluation measures would be used to determine the effectiveness of the strategies in the CMP. See Attachments 1 and 2 on the Certification Webpage.</td>
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<td><strong>Public Participation Plan:</strong> Florida-Alabama TPO’s governing public involvement document is due for update in the coming months. As noted in the previous certification review, the TPO needs to examine this document to ensure that, at a minimum, it has all of the requisite information from 23 CFR 450.316 and is a useful roadmap, advising the public of its services and outlining distinct, reasonable and measurable goals for involving the public. The update needs to also utilize the quarterly assessments as feedback, which would then be used to improve outreach, and improve the document based upon quantifiable data collected.</td>
<td>This code is specifically referenced in two (2) sections of the Florida-Alabama Transportation Planning Organization Public Participation Plan. The first reference is on page 11 of the document, in the section titled “Long Range Transportation Plan (LRTP)”. The second reference is on page 13 in the section titled “Project Priorities and Transportation Improvement Program (TIP)”. Link to the PPP (Adopted in June 2016): <a href="http://www.wfrpc.org/wp-content/uploads/2014/08/FL-ALTPO-PPP-FINAL-2016-1.pdf">http://www.wfrpc.org/wp-content/uploads/2014/08/FL-ALTPO-PPP-FINAL-2016-1.pdf</a>. Public Involvement tracks in multiple and ever evolving ways for the Florida-Alabama TPO, as staff investigates innovative and effective public involvement.</td>
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Assessment of Public Participation Strategies
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<td>The Florida-Alabama TPO must assess the effectiveness of its public participation strategies to ensure that funds and time invested in public participation activities are achieving their goals. It is standard practice for all projects and initiatives initiated by the TPO to require an evaluation of public outreach activities on a quarterly basis. If the assessment reveals that the public participation goals are not being achieved, the techniques may be modified or changed.</td>
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<td>The Florida-Alabama TPO’s public participation activities can be evaluated through numerous possible methods. Currently the TPO is measuring effectiveness by tracking the following:</td>
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<td>• Number and quality of outreach opportunities.</td>
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<td>• Number of social media followers and posts.</td>
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<td>• Number of enewsletter subscribers and enewsletters/eblasts.</td>
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<td>• Number of news release subscribers (media as well as groups and organizations) and number of news releases distributed.</td>
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<tr>
<td>• Number of attendees at public workshops.</td>
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<tr>
<td>• Number and geographic distribution of CAC members.</td>
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<td>• Number of unique visitors to the website.</td>
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<td>• Number of completed surveys.</td>
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<td>See Attachment 3 on the Certification Webpage for tracking reports.</td>
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**Title VI (Nondiscrimination):** In support of the OneDOT initiative, FHWA now recommends that sub-recipient update Nondiscrimination programs and documents triennially, preferably in conjunction with updates for FTA, if applicable. This conveniently coincides with the TPO’s schedule, as 2014 marks the three year anniversary of its program. Because the Federal Review Team found various, older documents combined with the approved 2011 plan, it is important that the TPO carefully review all of its webpages, planning documents and paper files, removing outdated or inconsistent information.

*The Florida-Alabama TPO Title VI Plan can be located on the sidebar of the “Title VI Page”. This page can be found on the West Florida Regional Planning Council (WFRPC) website; there is a Title VI/ADA link on very top of the home page.*
**Recommendations**

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<td>The Team also recommends that the TPO provide a link to nondiscrimination documents from the main webpage. This will help with access and avoid duplication or inconsistency.</td>
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**Title VI (Environmental Justice):** The Federal Review Team recommends that the TPO use the community profile, ETDM, Public Involvement and other methods to ensure that EJ analyses are conducted and described in planning documents. The Federal Review Team understands that EJ in planning is at a broader level than during PD&E. Nevertheless, policies, projects and other activities advanced to benefit or to avoid, minimize or mitigate adverse impacts on minority and other communities should be described. The TPO staff coordinated an ETDM tool training on May 11, 2017, this training introduced new staff to the ETDM tool. As an outcome of the ETDM training, staff also coordinated a training on the Sociocultural Data Report (SDR) tool on January 30 and 31 in 2018. Staff has used the SDR tool to develop the Limited English Proficiency Plan for other TPOs and will use the tool for updating the Florida-Alabama TPO Title VI Plan LEP Plan. Staff plans to update the demographic information in the Title VI plan in 2019.

**Title VI (Americans with Disabilities, Disadvantaged Business Enterprises):** FDOT and the Division recently participated in the TPO’s 2nd Annual Transportation Symposium, as did local representatives from the air and sea ports and other area stakeholders. However, the Federal Review Team did not identify any specific local transit agency participation. Moreover, representatives of organizations that serve minority and disabled individuals were conspicuously underrepresented (with the exception of county health departments). The Federal Review Team recommends including speakers and panelists that represent all of the region’s stakeholders. This may necessitate scholarships or reduced fees for those organizations that cannot pay the $175.00 registration. FHWA has already fielded one informal complaint about the exclusivity of the Symposium. The TPO should work to ensure this excellent initiative is not overshadowed by allegations of underrepresentation, inequity or discrimination.

Ms. Lara Diettrich, owner of Diettrich Palnning, LLC, was invited to be a panelist for the Generations Panel at the 3rd Annual Emerald Coast Transportation Symposium. Panelists discussed how various generations work, live and travel and the implications for planning, design and construction. This panel also addressed how the various generations relate to each other. Bay Town Trolley staff attended the 4th Annual Emerald Coast Transportation Symposium in 2017. They also help with transportation to the off-site tours of the Port of Panama City and the Bay County Traffic Management Center.

**Title VI (Americans with Disabilities):** During the Board Meeting, the Team captured a number of references to ADA accessibility at 12th Street and Bayou in Pensacola. While most of the complaints were ancillary to the issue of tree removal and the Florida Department of Transportation (FDOT), District 3 Office, has addressed this specific matter with a short-term solution. For more information contact FDOT MPO Liaison, Bryant Paulk.
**Recommendations**

none were specific, the Federal Review Team nonetheless surveyed the existing, partially completed project and found that some of the current pedestrian features are likely inaccessible and in violation of ADA standards. For example, the height of and reach ranges to the pedestrian buttons on the northeast and southeast corners of 12th and Bayou appear to be in excess of the maximums described in Chapters 308.2.1 and 308.2.2 of the Standards. In addition, installation of the detectable warning mat on the northeast corner does not extend to within 2” of the return curb and the northwest corner lacks a level landing pad to access the ped buttons. Crossing times are about 15 seconds and, given the volume and speed of traffic, should be checked for adequacy. The Federal Review Team recommends that the TPO work with FDOT as the project continues to ensure that the intersection when completed is fully compliant.

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<td>Since 2016, the TIP includes in the Executive Summary a description of the amendment and modification process procedures.</td>
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**Transportation Improvement Program:** The TIP references the FDOT MPO Handbook to explain the TPO’s TIP modification process, but does not describe these procedures. The Federal Review Team recommends the TPO provide specific procedures in their documents, rather than referring to a non-MPO document, to define the TPO’s TIP modification process.

**Regional Coordination:** The Florida-Alabama TPO has a military installation within its planning boundaries. This is quite common among Florida MPOs and the staff may wish to consider reaching out to other MPOs with military installations to see if a meeting with the MPOs would produce ideas on how to work with the military and to share best practices, tips and ideas.

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TPO Staff attended the Northwest Florida Community-Base Working Group meeting in December 2016. Participants of this group include the community planners at NAS Pensacola, NAS Whiting Field, Hurlburt Field, Eglin Air Force Base, and NSA Panama City; the Military Affairs liaison at the Pensacola Chamber of Commerce, TEAM Santa Rosa Economic Development, Okaloosa EDC Defense Support Initiatives Committee, Bay Defense Alliance, and the chair of the Florida Defense Alliance. TPO Staff was asked to speak to this group regarding the SIS and the military impacts on it, to include which roads in the region are SIS facilities, as well as any projects of regional significance.
MPO Structure/Agreements

1. Describe the organization and voting structure of the MPO Board and MPO committees. Have there been any changes since the last certification review?

UPDATE: The Florida-Alabama Transportation Planning Organization (TPO) is made up of representatives from the local governments that are contained within the urbanized planning area. Those local governments are: Escambia County, Santa Rosa County, Baldwin County, the City of Pensacola, the City of Gulf Breeze, the City of Orange Beach, AL, and the City of Milton. Escambia County Area Transit (ECAT) was added and removed since the last certification review.

The following is a breakdown of the TPO membership. Each member has one vote.
- Escambia County - 5 members
- Santa Rosa County - 5 members
- Baldwin County - 1 member
- City of Pensacola - 5 members
- City of Gulf Breeze - 1 member
- City of Milton - 1 member
- City of Orange Beach - 1 member

Each TPO member has one vote. The TPO maintains Bylaws that describe the operating procedures for the TPO and its advisory committees. The Bylaws were updated in 2015. A Technical Coordinating Committee, a Citizens’ Advisory Committee, and the Local Coordinating Board advise the TPO. Ad hoc committees, to advise the TPO and its Staff are formed as needed. Each committee carries out its prescribed tasks and responsibilities at regularly scheduled and, at times, special meetings.

The Transportation Department of the West Florida Regional Planning Council (WFRPC) is the designated professional staff to the Florida-Alabama TPO and performs the work required to maintain the continuing, comprehensive, and cooperative (3-C) planning process. The RPC serves seven (7) counties and is unique in its role in staffing three (3) separate TPOs in West Florida. A Staff Services Agreement, between the TPO and the Regional Planning Council, establishes this staffing arrangement.

2. Please provide a copy of organization chart and a summary of staff responsibilities.

UPDATE: See Attachments 4 and 5 on the Certification Webpage.
3. Please list and provide a copy of all TPO agreements, the dates executed, and the dates that the agreements are scheduled to expire. If an agreement expiration date is approaching, please provide detail about the anticipated date/process for the update of the agreement.

**UPDATE:**

- The Interlocal Agreement for Creation of the Florida-Alabama TPO was updated and approved by the TPO on October 7, 2015. Escambia County Board of County Commissioners approved a resolution at their April 7, 2016 meeting recommending removal of Escambia County Area Transit as a representative on the TPO. Subsequently, the TPO approved Resolution FL-AL 16-15 on April 3, 2016 accepting Escambia County’s recommendation. Resolution FL-AL 16-15 has been filed with Baldwin County, Alabama, and Escambia and Santa Rosa Counties in Florida. The Interlocal Agreement will be reviewed for updates in FY 2019 – 2020 unless significant changes occur prior. See Attachments 6 and 7 on the Certification Webpage.

- The Intergovernmental Coordination and Review (ICAR) Agreement was executed on June 9, 2010. Since there had been no significant changes to the parties of the agreement, the TPO reaffirmed the agreement on April 8, 2015. The ICAR Agreement will be reviewed for updates in FY 2019 – 2020 unless significant changes occur prior. See Attachments 8 and 9 on the Certification Webpage.

- The Agreement for Professional Staff Services by and between the West Florida Regional Planning Council and the Florida-Alabama Transportation Planning Organization for the Pensacola, FL-AL Urbanized Area was updated and approved on December 10, 2014. The Staff Services Agreement will be reviewed for updates in FY 2019 – 2020 unless significant changes occur prior. See Attachment 10 on the Certification Webpage.

- The Transportation Planning Funds Joint Participation Agreement (PL) was executed in June 2018 as part of the FY 2019 – FY 2020 UPWP. It expires on June 30, 2020. A new PL Agreement is scheduled to be executed during the next UPWP (FY 2021 – FY 2022). See Attachment 11 on the Certification Webpage.

4. How does the TPO coordinate with Alabama (AL-DOT, FHWA Alabama Division, transit agencies)? What is the process, and is it documented?

**UPDATE:** TPO Staff coordinates with Alabama directly with personnel from those agencies listed. TPO Staff participates as much as possible for many of Alabama’s statewide planning efforts by attending meetings and providing requested information. All coordination efforts are documented in the PL Monthly Progress Reports.

A few highlights from working with Baldwin County, Alabama concerning transit issues are listed below:

- TPO Staff worked with Baldwin County Staff in 2007 to establish fixed route service between Lillian, AL and Pensacola, FL.
- In 2017, the TPO’s General Planning Consultant, completed a Transit Feasibility study for Orange Beach, AL. TPO and Baldwin County staff were very involved with the study, including creating an interlocal agreement to fund the study with FTA 5307 funds awarded to the Pensacola FL-AL urbanized area.
• This year, TPO Staff worked with Escambia County and Baldwin County Staff to include four bus shelters for Orange Beach in the Federal FY 2018 5307 Program of Projects. Staff will continue to be involved in the programming of 5307 funds and other projects in the Alabama portion of the Pensacola FL-AL UZA.

5. How does the TPO ensure coordination, yet separation of the RPC and TPO?

**UPDATE:** The TPO is staffed by the West Florida Regional Planning Council. Staff coordinates seamlessly between TPO and Planning Council responsibilities. There are distinct tasks that are associated with TPO work which separates the two entities.

6. What changes, if any, are the TPO expecting in the next census?

**UPDATE:** The TPO cannot definitively conclude changes based on the 2020 Census at this time. However, while the Alabama portion of the TPO area has had unique challenges, staff does not believe there will be drastic changes resulting from the next census that relate to interstate coordination.

**Public Participation Plan**

1. During our review, we noticed that ‘Federal Requirements for Public Participation’ section still references MAP-21. Are there plans to update the PPP with FAST act requirements, prior to the 2021 renewal date?

**UPDATE:** The PPP is scheduled to be updated in 2018 (draft plan to be presented at the September TPO meeting and adoption at the December TPO meeting). The update will include FAST Act requirements.

2. How does the TPO use ETDM to support public involvement for environmental justice communities? Does the public have direct access to ETDM? Can they comment on projects and raise EJ concerns in the tool, or do they have to provide comments to FDOT?

**UPDATE:** TPO Staff utilizes ETDM by defining a project’s Purpose and Need as part of the Long Range Transportation Plan update. TPO staff also utilizes the Socio-Demographic Report tool with the ETDM website to understand the demographic break down of the communities within the TPO area, to know where to focus specific outreach efforts. It is also used in the Title VI Plan. There is a link to the public ETDM site on our website. In terms of the FDOT projects, we can promote them via Facebook or news release informing the public of the project and who they can contact with their concerns.

3. Please provide copies of the quarterly PPP assessments, or any other documentation that details the how the PPP is evaluated for effectiveness.

**UPDATE:** See Attachment 12 on the Certification Webpage.
4. Does the TPO have a Community Profile? If so, please provide a copy.

**UPDATE:** See Attachment 13 on the Certification Webpage.

5. How does the LRTP Public Involvement Plan align with the general PPP?

**UPDATE:** The general Public Participation Plan (PPP) is the overarching document outlining the requirements of all public involvement efforts conducted by the TPO. The LRTP’s Public Involvement Plan (PIP) is utilized to further describe the public involvement efforts during the LRTP Update Process specifically. The PIP does not conflict with the PPP.

6. How has the TPO’s public involvement process changed as a result of the 2016 citizen complaint?

**UPDATE:** The complaint referenced involves a former staff member, also a former local government staff member. FHWA and FDOT reviewed the complaint and found no wrong doing on behalf of the TPO. There were some procedural actions that could have been handled differently; however, given the malicious tone in the complaint, this was an out of the ordinary grievance. Public involvement’s process has not changed as a result of this accusation.

7. How is Alabama involved in the Public Involvement process?

**UPDATE:** When issues or plans that originate in Alabama occur, public meetings or workshops are held in Alabama. Additionally, when seeking input on the public survey, outreach was done in Alabama by staff as it was in Florida.

8. How does the TPO document key milestones or decisionmaking points for the public to get involved. For example: how far in advance is notice sent for meetings/events, and how long are comment periods?

**UPDATE:** Most public meetings receive a news release and public notice (paid advertising) seven days in advance. Specific outreach, such as LRTP amendments, Project Priorities, Corridor Management Plans, or major plan updates can include news releases and public notices in addition to flyers, mailers, social media, and presentations at targeted community and civic groups and events. These major documents and plans are also presented in Draft form to the TPO before being approved at the following TPO meeting to allow for reasonable time for public review and comment.

**Congestion Management Plan**

1. What challenges and/or successes has the TPO faced in developing, implementing, or evaluating the CMP? Are there resources or trainings that may be helpful?

**UPDATE:** The Congestion Management Process (CMP) is aimed at reducing congestion through multi-modal transportation and transportation demand management strategies. The CMP is
updated every five years as part of the Long Range Transportation Plan Update. A minor update is completed annually. In the past, the minor update has only included updating the Level of Service (LOS) tables. Over the last two minor updates in 2017 and 2018 (currently being updated), in addition to the LOS Tables, the Performance Measure Statistics have also been updated to better track how the strategies and performance measures laid out in the CMP are performing. With each minor update the TPO should begin to see a better picture of how effective the CMP strategies are working and if any strategies need to be adjusted. TPO Staff is always interested in additional resources and trainings available to better serve the TPO.