



2021
Certification Report

**Tampa Bay Transportation
Management Area**

Hillsborough MPO

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 site visit reviews for each of the MPOs in the Tampa Bay Transportation Management Area (TMA). The Hillsborough Metropolitan Planning Organization (MPO) is one of the three MPOs responsible for transportation planning for the Tampa Bay. The Federal Review Team conducted the site visit for the Hillsborough MPO on January 28, 2021. The last certification review was completed in 2017. The Federal Review Team recognizes seven noteworthy practices, identifies no corrective actions, and one recommendation 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 Tampa Bay TMA, which is comprised in part by the Hillsborough MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **June 2025**.

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Hillsborough MPO 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 Hillsborough MPO 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 Hillsborough MPO was held on January 21, 2021. During this site visit, the Federal Review Team met with the staff of the Hillsborough MPO, FDOT, Hillsborough Area Regional Transit Authority (HART), 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.

Public feedback and engagement on the MPO's planning process was obtained through Twitter, Facebook, Video, Social Media Flyer, the MPO Website, and email following the initial announcement of the Certification Review on January 21, 2021. For those that did not want to post publicly, contact information for the Federal Review Team was provided. Members of the public were given 30 days from the site visit date to mail, fax or email their comments and/or request a copy of the certification review report. No Comments were received by FHWA and FTA during the 30-day comment period.

A copy of the public engagement notices can be found in **Appendix D**. Screenshots of public input, minutes from the public meeting, including a listing of commenters and a summary of the public comments is provided in **Appendix E**.

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

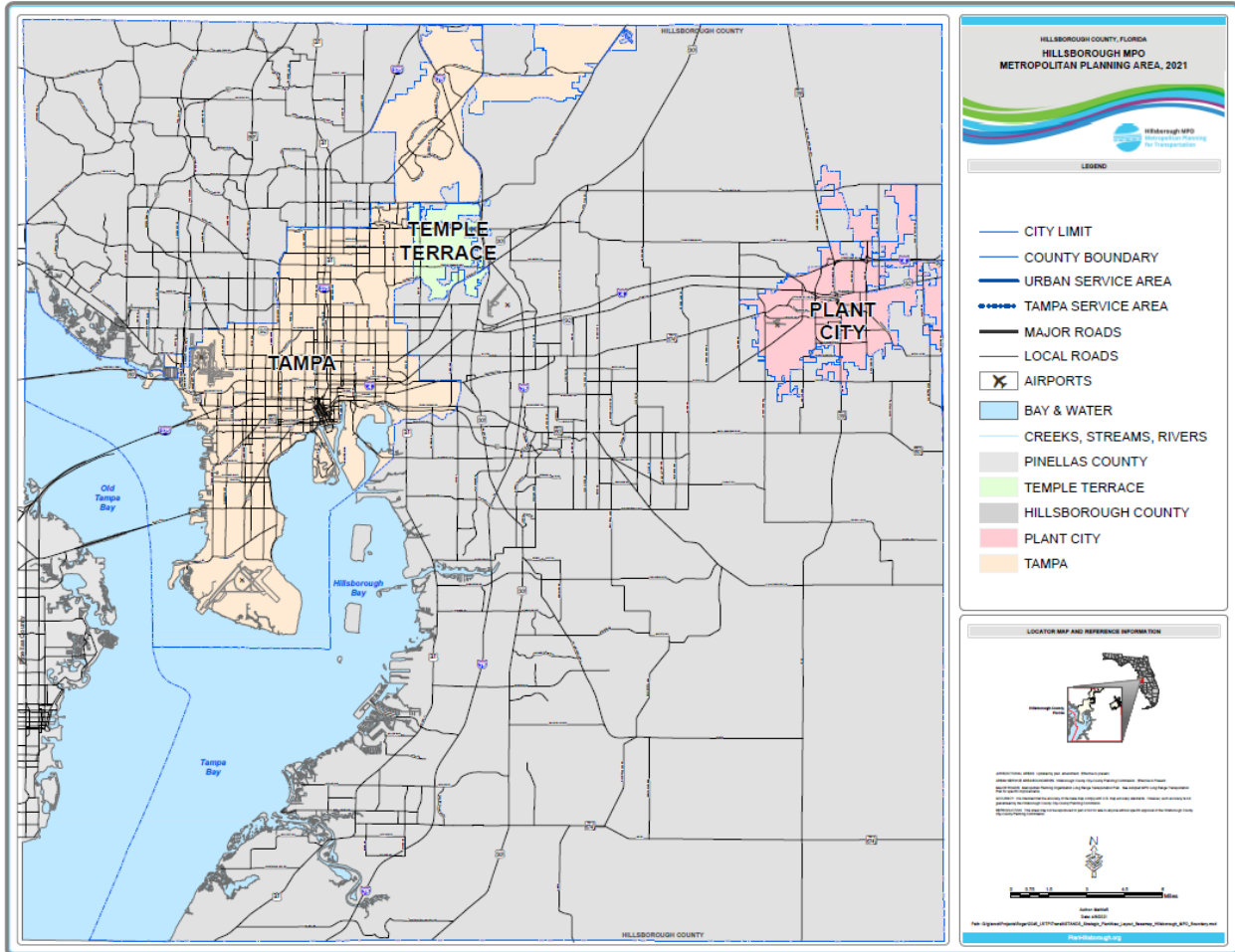
An explanation of planning acronyms can be found in **Appendix G**.

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

A. Description of Planning Area

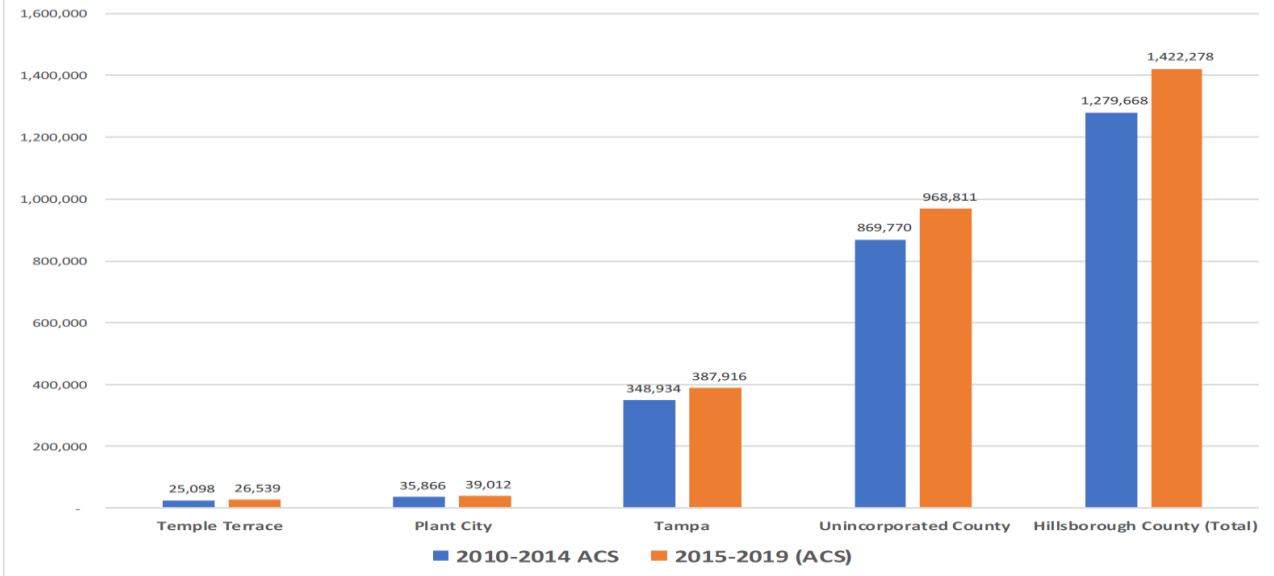
Observations: The Hillsborough MPO is located along the east coast of Tampa Bay. The Hillsborough MPO planning area boundary includes the cities of Tampa, Temple Terrace, and Plant City, as well as the entire Hillsborough County area, which is a census defined urbanized area. The MPO is bounded by Tampa Bay and Pinellas County on the west, Manatee County on the south, Polk County on the east, and Pasco County on the north. The Hillsborough MPO planning boundary is visually depicted in

the following map:

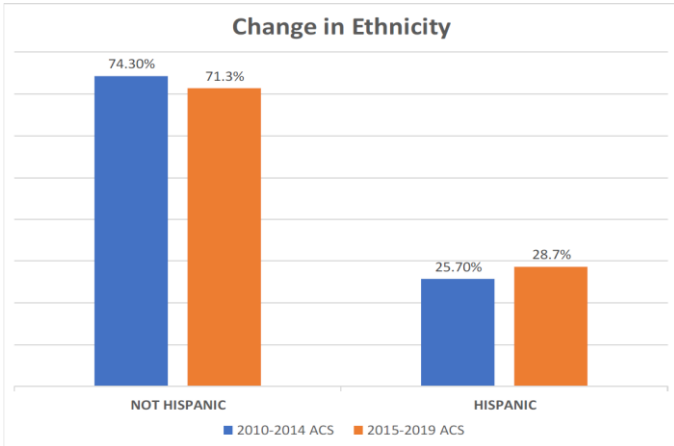


The Demographics from the American Community Survey (ACS) for the five-year period of 2015-2019 shows significant growth in the unincorporated area, as well as in the City of Tampa. The cities of Temple Terrace and Plant City in the northeast portion of the county have also had some growth. Racial population percentages have not changed in recent years for the area, though the MPO is looking closer at racial migration in the region. Ethnicity has changed as there are higher numbers of Hispanics, particularly in Town 'N' Country and Plant City since the last MPO certification.

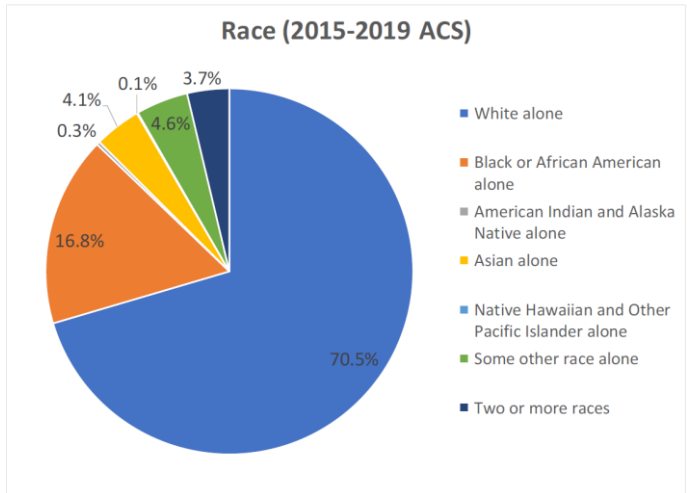
Population Change



Change in Ethnicity



Race (2015-2019 ACS)



B. Metropolitan Planning Organization Structure

Observations: The Hillsborough MPO Board is comprised of sixteen voting members, including elected officials appointed from each of the following local governments and representatives from the transportation authorities noted below. Voting members include the City of Tampa (three members), Hillsborough County Commission (five members), Plant City (one member), City of Temple Terrace (one member), the Hillsborough Area Regional Transit (HART) Authority (one member), Hillsborough County Aviation Authority (HCAA) (one member), Tampa-Hillsborough Expressway Authority (one member), the Tampa Port Authority (now referred to as Port Tampa Bay - one member), the Hillsborough City-County Planning Commission (one member) and Hillsborough County School Board (one member). The voting structure of the MPO is one vote per member. Membership from the local governments is based on the proportion of the total population that resides within each jurisdiction.

The overall MPO organization/structure has not changed since the last certification review. The Executive Director of the MPO is appointed by the MPO Board. The MPO staff provides day-to-day transportation planning expertise to the MPO and executes the direction of the MPO Board and its advisory committees. The Hillsborough MPO has several standing committees including: The Citizen's Advisory Committee (CAC), Bicycle Pedestrian Advisory Committee (BPAC), Technical Advisory Committee (TAC), Policy Committee, Livable Roadways Committee (LRC), Intelligent Transportation Systems (ITS) Committee, and the Transportation Disadvantaged Coordinating Board (TDCB).

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

C. Agreements

Current Agreement(s)/Date(s) Adopted:

By-Laws of the Hillsborough MPO, 02/5/2019

MPO Staff Services Agreement, 10/12/2014

Intergovernmental Coordination and Public Transportation Coordination Joint Participation Agreement, 02/15/2015

Florida TPM Consensus Planning Agreement, 06/30/2020

Federal Transit Administration Public Transportation Grant Agreement, 02/03/2020

Fifth Amended and Restated Interlocal Agreement for Regional Transportation and Coordination West Central Florida, 02/11/2020

Hillsborough Board of County Commissioners Agreement, 01/08/2018

Observations: All Agreements are up-to-date.

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 documented the setting of their Safety (PM1) Performance Measures and Targets, through MPO Board meeting minutes October 30, 2018, February 3, 2019, and February 12, 2020. The MPO documented Bridge and Pavements (PM2) Performance Measures, and Systems Performance (PM3) Performance Measures adoption via meeting minutes October 30, 2018, and February 12, 2020. The Transit Asset Management (TAMs) adoption requirements are reflected in the meeting minutes of October 30, 2018. The most recent update to the biannual report card contains new measures relating to transportation equity, air quality, and multimodal accessibility. The targets are published on the MPO website under the at the following link <http://www.planhillsborough.org/transportation-system-performance/> and <http://www.planhillsborough.org/wp-content/uploads/2017/08/Attach-State-of-the-System-report.pdf>

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 in the State of the System Report approved by the MPO Board (April 2, 2019) and through the Transportation Performance Measures Consensus Planning Document with FDOT and Hillsborough Area Regional Transit (HART) Authority. The Consensus Planning Document is adopted annually as part of the current approved MPO TIP (see Appendix C of June 30,2020 TIP).

In the development of the LRTP, the MPO included a description of the performance measures and targets to assess the transportation system performance. They integrated the FDOT Highway Safety Improvement Programs, Strategic Highway Safety Plan, Asset Management Plan and Freight Plan. 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 described how they linked their project selections and investments to anticipate target achievement. Specifically, the MPO safety improvements included adding turn lanes, crosswalks improvement, active rerouting, active traffic management, pedestrian safety improvements, Sulphur Springs K-8 safe routes to school's enhancements, Ola Avenue bicycle safety improvements, and other emergent safety technologies. In subsequent TIPs, the MPO will explain how the program of projects from the prior TIP achieved results. Also, the MPO created a 20/21 TIP System Performance Report.

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

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).

B. Air Quality

Finding: The Hillsborough MPO 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 Hillsborough MPO is provided by Hillsborough Area Regional Transit Authority (HART). The Hillsborough Area Regional Transit Authority is organized in the following manner:

HART has been providing transit service to Hillsborough County for nearly 40 years. In 2018, HART provided an average of 39,417 weekday unlinked trips. As of today, HART provides the following services: Local Fixed Route and Express Bus Service, MetroRapid North-South, TECO Line Streetcar System HARTFlex service in Brandon, Northdale, South County, South Tampa and Town 'N Country, Vanpool & Emergency Ride Home Service (not guaranteed), and HARTPlus Paratransit Service.

The MPO has initiated and participates in a monthly conference call with HART and FDOT staff to discuss the progress of ongoing efforts and needs of the transit agency.

HART participates actively in the planning process and has a good working relationship with the Hillsborough MPO. The planning process appears to be collaborative, cooperative, and comprehensive with the Hillsborough MPO and HART. The

Hillsborough MPO and HART's collaboration has led to the Brandon Corridor & Mixed-Use Centers Pilot Project in 2017.

Through the MPO agreements, cooperative development of the planning products, coordination activities, and implementation of transit projects, the Hillsborough Area Regional Transit Authority is a full partner in this MPO's planning process.

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

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.

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)

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

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

Section VI. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

Current Document Title: Public Participation Plan for the MPO Serving Tampa, Temple Terrace, Plant City and Unincorporated Hillsborough County

Date Adopted: June 3, 2020

Observations: The Hillsborough MPO Public Participation Plan (PPP) provides reasonable opportunities for participation in all transportation planning processes by the general public, affected public transportation employees, freight shippers and providers of freight transportation services, public ports, private providers of transportation, representatives of those using public transportation, representatives of those using pedestrian and bicycle facilities, representatives of those with disabilities, and other interested parties. The MPO coordinates with FDOT, state and local agency partners, and the public in PPP development and it periodically revisits the document to ensure accuracy and verify that participation is continuing and open to everyone.

The MPO electronically provides on its website information and documentation related to transportation planning processes. It effectively employs visualization techniques in all documents demonstrating transportation planning processes such as the LRTP, TIP, STIP, and UPWP, satisfying federal requirements.

The MPO actively uses its PPP, demonstrating and documenting robust public participation in all planning processes, including development of the LRTP and the TIP. The MPO also effectively collects and analyzes demographic data to identify, include and solicit input from traditionally underserved communities, including racial and ethnic minorities, as well as low-income households. The MPO maintains performance metrics and biennially reviews and updates the PPP to measure the effectiveness of its efforts.

Additionally, the MPO uses social media outlets to gather public input on transportation issues as well as to further inform the public about specific involvement opportunities such as developing and amending the LRTP and the TIP.

Noteworthy Practices: The Federal Review Team recognizes two noteworthy practices regarding Interested Parties Outreach and Public Participation. For more details about these noteworthy practices, please see Section XI.

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

B. Tribal Coordination

Observations: The Hillsborough MPO provides a reasonable opportunity to the Indian Tribes by involving Indian Tribal Government(s) that have tribal lands located within its jurisdiction to participate in transportation planning processes, including the development of the public participation plan, LRTP and the TIP.

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: A review based on the 2018 FHWA/FTA LRTP Expectations Letter was conducted during the desk audit.

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)

A. Scope of LRTP

Observations: A review based on the 2018 FHWA/FTA LRTP Expectations Letter was conducted during the desk audit.

Noteworthy Practices: The Federal Review Team recognizes three noteworthy practices regarding the Long Range Transportation Plan. For more details about these noteworthy practices, please see Section XI.

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: A review based on the 2018 FHWA/FTA LRTP Expectations Letter was conducted during the desk audit. During the desk audit review, the Federal Review Team noted that the CFP table was not notated or flagged to identify that projects were State/Federal; however, it was referenced on page 58 of the 2045 LRTP SIS projects beyond the first ten years and other related sections of the LRTP document.

Recommendation: The Federal Review Team offers one recommendation regarding Long Range Transportation Plan - Financial Plan/Fiscal Constraint. For more details about this recommendation, please see Section XI.

Finding: The financial plan/fiscal constraint of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324(f) (11).

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.

Finding: The MPO's TIP substantially satisfies the federal requirements as outlined in 23 CFR 450.326,328, 330, 332, and 334.

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 Hillsborough MPO's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Recommendations reflect national trends or potential risks and are intended to assist the Hillsborough MPO 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 Performance Measures:** MPO is commended for their safety target and methodology which was presented to our FHWA Headquarters and FHWA Division, FDOT, and other MPO's within the State of Florida, (November 2019). The MPO is also commended for developing challenges, lessons learned, and successful practices which they shared at the 2018 peer exchange.
- 2. Transit:** The Brandon Corridors and Mixed-Use Centers Study was a joint pilot project from the MPO and the Planning Commission (TPC). The purpose of the study was to better coordinate the envisioned land use pattern with planned transportation improvements along major corridors. The Brandon Corridors and Mixed-Use Centers Pilot Project exemplified collaboration with the Hillsborough MPO and HART to better coordinate the envisioned land use pattern with planned transportation improvements along the major corridor within the Brandon Study area.
- 3. Outreach and Public Participation:** The Federal Review Team was impressed by the MPO's most recent Public Participation Plan (PPP), approved in June 2020. Planning organizations in Florida boast some of the most extensive and innovative outreach programs in the nation, so it is no small accomplishment when one is distinguished for its governing plan. Nevertheless, the MPO has managed to develop a PPP that itself is as user-friendly and engaging as the many activities it governs. The PPP has three notable features: First, it is accessible by topic, obviating the need to access the whole document to find salient information. Second, the plan strategically uses photos, examples and an acronym tool for excellent readability, in both English and Spanish. Finally, despite having the resources to develop a commercial quality PPP, the MPO kept the task in-house and to great effect. The knowledge and expertise of the staff logically link involvement to specific areas of planning concern such as safety, equity, health, transit and mobility. The MPO PPP is a true guiding document that reflects the diversity, energy and pride of the MPO and the communities it serves.
- 4. Outreach and Public Participation:** The Federal Review Team commends the MPO for collection and use of raw and layered data to both inform and analyze its decisions. Performance management is increasingly more prevalent among Florida's planning agencies and with greater understanding of data resources comes a wider variety of its use in all planning areas. This is particularly true of Hillsborough MPO in its public involvement and nondiscrimination programs. For example, before selecting involvement strategies for the 2045 LRTP, the MPO analyzed outreach data from its 2014 LRTP survey. Once it identified communities that historically do not participate, it researched methods likely to

prompt engagement, including expanded social media and electronic access, developing short videos with specific topics of interest to underserved communities, and altering its survey questions to solicit community opinion on transportation equity and discrimination; all to great effect. Further, the MPO's use and analysis of demographic data is visible in the programs it supports, like VisionZero, the Coalition of Community Gardens and Future Leaders in Planning, all of which recognize the possibility of disparity and the need to understand demography to ensure equity and nondiscrimination.

5. **Long Range Transportation Plan:** The Federal Review Team commends the MPO for leading the Resilient Tampa Bay pilot project, funded by an FHWA grant and including its partners and Pasco County and Forward Pinellas MPOs. The pilot was a proactive effort to collect stakeholder input and identify LRTP strategies to prepare for and ensure safety, mobility and infrastructure security during and after extreme weather events.
6. **Long Range Transportation Plan:** The Federal Review Team was pleased to hear that the National Association of Development Organizations (NADO) awarded the 2020 Excellence in Regional Transportation Award to the Resilient Tampa Bay Transportation Study. The TMA leadership growth exemplifies commitment and continues to strive for excellence for the Tampa Bay TMA.
7. **Long Range Transportation Plan:** The Federal Review Team commends the MPO for their LRTP "It's Time Hillsborough 2045 Plan" that evaluated Hillsborough County's transportation needs and prioritized future investments for programs and projects to achieve targets for performance areas by 5 categories; Good Repair and Resilience, Vision Zero, Smart Cities, Real Choices when not driving, and Major Investments for economic growth.

B. Corrective Actions

The Federal Review Team identified no corrective actions.

C. Recommendation

1. **Long Range Transportation Plan- Financial Plan/Fiscal Constraint:** The Federal Review Team noted that the MPO indicated in different parts of the LRTP that the funding in the CFP was from State/Federal sources, but the notation was not noted on the CFP table. The Federal Review Team recommends that the MPO add State/Federal to the CFP for better transparency.

D. Training/Technical Assistance

At the conclusion of the site visit, the Federal Review Team asked the MPO to identify unmet training or technical assistance needs. The Hillsborough MPO requested assistance with the following:

- a. Title VI and Nondiscrimination Program training, including how to eliminate identified discrimination; address adverse and cumulative impacts of planning decisions on vulnerable populations; update the MPO Title VI and Nondiscrimination Plan; and the role of nondiscrimination programs in integrating transportation and land-use planning.
- b. Training for planners on Transportation Systems Management & Operations (TSM&O)
- c. Methods of producing and acquiring data necessary to establish safety and other targets
- d. Whether and how a statewide repository of datasets might allow direct user access without submitting a request to FDOT
- e. Clarification of the process for setting transit targets and transit data exchange

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 Tampa Bay TMA, which is comprised in part by the Hillsborough MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **June 2025**.

Appendix A. Summary of Risk Assessment

Florida TMA Certification Review Risk Assessment

Florida TMA Certification Review Risk Assessment	
MPO:	Hillsborough
Date of Assessment:	September 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: Organization of the MPO, Outreach and Public Participation	

Appendix B. Hillsborough MPO Site Visit Participants

Federal Highway Administration (FHWA)

Teresa Parker
Jim Martin
Carey Shepherd

Federal Transit Administration (FTA)

Brittany Lavender

Florida Department of Transportation (FDOT)

Mark Reichert
Erika Thompson
Scott Philips
Roger Roscoe
Justin Hall
Sandi Bredahl

Hillsborough MPO

Beth Alden
Rich Clarendon
Johnny Wong
Joshua Barber
Jamal Wise
Gena Torres
Lisa Silva
Vishaka Raman
Sarah McKinley
Allison Yeh

Hillsborough Area Regional Transit (HART)

Chris Cochran

Sunshine Line

Karen Smith

MPOAC

Carl Mikyska

Appendix C. TMA Certification Site Visit Agenda

Hillsborough Metropolitan Planning Organization TMA Certification Review

January 21, 2020

(MS TEAMS)

FINAL AGENDA

Thursday	January 21, 2021	Day One
Federal Certification Team Members	<ul style="list-style-type: none"> ➤ Teresa Parker (FHWA) ➤ Jim Martin (FHWA) ➤ Carey Shephard (FHWA) ➤ Stacie Blizzard (FHWA) ➤ Brittany Lavender (FTA) 	
Time	Item	Lead
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, Transit, FDOT
9:00 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 ➤ State/MPO Annual 	Federal Team, MPO – Johnny Wong, Transit, 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 – Rich Clarendon, Transit, FDOT
9:50 a.m.	Share Best Practices and Lessons Learned <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 – Beth Alden

10:15 a.m.	Break	ALL
10:30 a.m.	Technical Topic: Transit/Transportation Disadvantaged	Federal Team, MPO – Sarah McKinley and Joshua Barber, HART – Chris Cochran, Sunshine Line – TBD, FDOT
11:00 a.m.	Technical Topic: Outreach & Public Participation	Federal Team, MPO – Lynn Merenda (overview, PPP MOE), Lisa Silva & Johnny Wong (LRTP, content analysis), Dayna Lazarus (EJ) Transit, FDOT
11:30 a.m.	<p>Technical Assistance & Training</p> <ul style="list-style-type: none"> ➤ Future Needs <p>Additional Questions</p> <ul style="list-style-type: none"> ➤ Anything else the MPO would like to share with the Federal Team that hasn't been discussed? 	Federal Team, MPO – Johnny Wong (TSMO), Joshua Barber (508 compliance and Nondiscrimination), Transit, FDOT
11:45 a.m.	<p>Public Comment Portion</p> <p>Please allow 3 mins per speaker</p>	
12:15 p.m.	Preliminary Findings Discussion with Federal Team	Federal Team
1:00 p.m.	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, Transit, FDOT
1:30 p.m.	Adjourn Site Visit	

Appendix D. Public Engagement Notice



Hillsborough MPO
Metropolitan Planning
for Transportation

FEDERAL CERTIFICATION REVIEW

JANUARY 21, 2021

HOW'RE WE DOING?



Hillsborough MPO
Metropolitan Planning
for Transportation

Every four years...

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conduct reviews of designated MPOs. The primary purpose is to certify we are satisfactorily meeting the planning requirements as defined in Federal laws and regulation. The certification also provides the opportunity to add value to the planning processes through the sharing of best or innovative planning practices, techniques, and/or technology.



The Federal Certification Review Team will hold a meeting with Hillsborough MPO, HART, and FDOT on Thursday, January 21, 2021. Due to the pandemic, this review meeting will be held virtually. As part of our certification, our review team would like to hear from you! Public comments are a vital element of the review, as they allow you to provide direct input on the transportation planning process for your transportation planning area. Please share your thoughts on the Hillsborough MPO's work by submitting comments.



YOUR PARTICIPATION GUIDE



Leave comments on our certification event page:
facebook.com/events/771580700111024/



Use #HillsboroughMPOfcr in your tweet or other social



US Mail address to:

Hillsborough MPO Attn: Beth Alden, Executive Director
P O Box 1110, Tampa, FL 33601



Email: mpo@plancom.org



Call 813/756-0371 during the virtual review meeting to speak to the review team directly from 11:45a-12:15p on 1.21.21. Time limits apply based on response.



Leave a voicemail message at 813/756-0371

MORE POINTERS



Connect through the Federal web page:

<https://www.fhwa.dot.gov/fldiv/tma.cfm>

Click on Tampa Bay TMA for a direct email to pop up to our reviewers.

Remember Hillsborough MPO!

No matter how you're leaving comment, state that you are providing comment on the Hillsborough MPO or #HillsboroughMPOfcr



PUBLIC COMMENT PERIOD



Ends FEBRUARY 20, 2021

QUESTIONS?

For more information, please visit:

planhillsborough.org/its-time-for-our-federal-certification-review/

Or, contact Dr. Johnny Wong:

wongj@plancom.org

813/699-7370

Appendix E. Summary of Public Feedback

FHWA and FTA would like to thank everyone who participated in and contributed comments for the Hillsborough MPO 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. No comments were received through the FHWA website or through the MPO email, Tweets, Facebook, Mail, or Calls. The Certification Site Visit (Call-in) comments are included. There were no comments received through Facebook or Twitter. There were a few comments and concerns related to long meetings, need for additional meetings, transportation challenges, at-risk communities and school children. The other comments were complimentary, with the most common themes relaying a message of good collaboration and communication in the MPO's public involvement and outreach. Other comments included support for the MPO's activities with regard to vision zero map and location, membership representation, hybrid meetings, staff and community, transit, appreciation of the MPO efforts, public, MPO engagement, local transportation, and cooperation and coordination. We have reviewed all comments and have taken them into consideration throughout the writing of this report. No comments were received by FHWA and FTA during the 30-day comment period.

Public Comments Received through Certification Site Visit Agenda Item: Share Best Practices Regional Partners/Community Leaders Remarks (Call-in) MPO

Bill Roberts – Chairman of the CAC – group is exuberant even if a virtual format – everyone is welcome to join us. The membership includes transit, port, youth, race/ethnic groups – wide variety of interests and representation. TBARTA is active as well. Public engagement and involvement comment at various levels. Dayna used to be on the CAC but now she is on the planning staff. We review at the CAC level the funding plans each year. They are detailed, lengthy meetings. We make recommendations on most items that come before us. I make them in person to the MPO and usually they follow the recommendation but when they don't, they take comments into account. I have a couple of recommendations that I haven't discussed with staff.

Our meetings are long, and we need to meet more often in workshop mode so we can address what is coming in from the public. Feel like we should also publicize committee meetings so that the public can more easily participate and be aware of what is going on. Feels this is possible in the current hybrid.

Mike Maurino – Director of Transportation Planning for the Westshore Alliance. Used to be the appointee from Hillsborough County to the Planning Commission and MPO. Want to touch on two areas: First, the work that the MPO does as a staff for the community. I have worked for business groups in the region and the MPO is very good about working with business leaders and the community to ensure they are part of the discussion and planning. Improvements in transportation and in transit are the direct result of spending so much time talking with and collecting needs/concerns. In my neighborhood in Port Tampa City – so much growth has presented varied transportation challenges. As part

of the MPO's Livable Roadways Committee - we talk about at-risk communities, children, schools – means so much and shows the depth of the organization right now. Do appreciate their efforts.

Jeff Sims – Environmental Supervisor with EPA of Hillsborough County. Served on MPO Technical Advisory Committee the last 6 years. We meet monthly and review/comment on projects, studies, etc. Impressed with MPO's efforts to include a wide cross section of local agencies, not just the municipalities and county, but also transit, DOH, School Board, Airport, Environment. Terrific cross section that allows for a diverse perspective on the projects and innovation beyond straight line improvements. MPO goes beyond to engage the public – a considered effort to gather input and opinions. They also make vision zero a public program where it isn't just a map, but an actual location and community. Very considerate of comments made by the committee.

Nick An – TOE for City Mobility Department – In listening mode for anything interesting or related to ITS. Also, I'm here to answer any questions that the Federal Review Team may have.

Appendix F. Status of Previous Certification Findings

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

A. Corrective Actions

There were no corrective actions in the 2017 report.

B. Recommendations

1. **Intelligent Transportation System (ITS):** ITS creates various data streams that can be leveraged in the Planning Process. The MPO is very involved in the region's ITS programs, but does not describe how ITS data can be collected and distributed to further enhance its travel monitoring, safety and other programs, and supplement traditional data collection methods that reflects real or near real time information. The MPO is working with a consultant to create a Data Business Plan for collecting, sharing, and analyzing real-time traffic data between multiple agency partners and has created a Regional Data Working Group due to interest in this topic. The Federal Review Team recommends that the Hillsborough MPO continue to consider and pursue the creation of a program to leverage ITS data to further enhance its data programs.

Update: The Hillsborough MPO advanced its data & analytics program by participating in the Smart Cities Alliance and the now-dissolved Regional Big Data Working Group. In 2019, it kicked off a major initiative to centralize mobility datasets using the subscription-based software, ClearGuide. The ClearGuide Data & Analytics platform uses HERE data (supplied by FDOT Central Office) to generate real-time congestion analytics, as well as incident data from Waze, and crash data from the District 7 Crash Data Management System. In future years, the MPO will expand the functionality of the platform to include demographic, transit, and micromobility data.

2. **Outreach and Public Participation:** The MPO appears to use the terms "public meeting" and "public hearing" interchangeably. From a federal perspective, these terms are very different. A public hearing must meet specific and more stringent requirements spelled out in law that may not apply to a public meeting. Federal law does not require the conducting of public hearings for planning activities. However, state law may dictate otherwise. The MPO should consider evaluating MPO processes and procedures to eliminate indiscriminate use of the words 'public meeting' and 'public hearing'.

Update: Upon the recommendation of the federal review team, the Hillsborough MPO revised its Public Participation Plan (PPP) to clarify the conditions for which

a public hearing must be convened, as well as the requirements for holding a public hearing.

- 3. Public Participation Plan (PPP):** In updating the PPP, the MPO should consider providing a link to documents referenced in the PPP, i.e. including a link to the TIP when describing it in the PPP. It should also develop a searchable planning acronym list making sure to include the definitions of Title VI and LEP. Finally, the MPO should include a better description of how the PPP was developed in consultation with all parties.

Update: Planning documents that reference other plans now do so with a link for easier access. Further, the MPO not only developed a user-friendly acronyms list but created an online version (http://www.planhillsborough.org/mpo_glossary/) that includes acronyms and descriptions in English and Spanish. The MPO added Title VI and LEP to the acronyms list and added a section to the PPP that describes how it is developed in consultation with all parties.

- 4. Title VI and Related Requirements:** The MPO should execute a new nondiscrimination assurance commensurate with its plan update; review standard contract language to ensure the inclusion of assurance nondiscrimination clauses (A and E); update the Title VI and LEP plans during the calendar year; and complete the Inclusivity Plan, currently underway.

Update: The general transportation planning contract for professional services was re-advertised in 2020, and the selected consultants were required to include up-to-date non-discrimination and DBE assurances in their contracts with the MPO. They were reviewed for compliance before final contracts were executed. The Title VI/Nondiscrimination Plan and LEP were updated in 2018 to include the most recently available demographic data spanning the metropolitan planning area, and identify the most recent Title VI Program Coordinator. In 2020, all references to the previous Program Coordinator were updated to reflect personnel changes. The Title VI/Nondiscrimination Plan is currently being updated with adoption anticipated in 2021. The Sub-Recipient Agreement is included in the UPWP and was signed by the MPO Chairman on May 13, 2020. The 2018 Title VI/Nondiscrimination Plan included a community characteristics inventory. Currently under development, the 2021 Title VI/Nondiscrimination Plan will be adopted in 2021. It will include a program review, demographics update, and creation of new internal working groups tasked with identifying and correcting any discriminatory practices.

- 5. Transportation Improvement Program (TIP):** The MPO should annotate tables in the TIP document to clarify the use of Year of Expenditure (YOE) figures; Provide links along with references to critical documents (e.g. PPP when discussion TIP amendments); and consider whether major and minor amendments are necessary categories or failing that, better define the thresholds for each.

Update: The MPO added YOE footnotes to Table 3 and page 1-1 of the TIP. It also provided a link to cross reference the PPP on pages 6 and 7 of the TIP. Finally, the PPP clarified the definition of TIP amendments and removed from the TIP the section referencing major and minor TIP amendments.

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