

FDOT MPO Joint Certification

MPO Name: Palm Beach MPO

Calendar Year of Review Period: January 1, 2025, through December 31, 2025

Date Completed: 4/6/2026

Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) jointly certify the metropolitan transportation planning process, as described in [23 Code of Federal Regulations \(CFR\) 450.336](#). The FDOT MPO Joint Certification includes confirmation of the metropolitan transportation planning process, a summary of the MPO's noteworthy achievements, and, if applicable, a list of recommendations and/or corrective actions. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

The MPO completes Part 1, while the FDOT District completes Part 2. Please read and answer each question in the document. The FDOT MPO Joint Certification must be submitted to the Office of Policy Planning (OPP) by **June 1**.

Part 1: MPO

The MPO completes Part 1 of the Joint Certification.

Section 1.1: Statement of Compliance

The MPO Executive Director must review and sign the statement below to certify compliance with federal and state requirements.

I acknowledge and confirm that the MPO (check all):

- ☒ Incorporates the 10 Federal Planning Factors [[23 CFR 450.306](#)] into its planning process.
- ☒ Develops transportation plans and programs through a continuing, comprehensive, and cooperative process [[23 CFR 450.306\(b\)](#)].
- ☒ Ensures that federal-aid funds are expended in conformity with applicable federal and state laws, including [23 United States Code \(USC\) 134](#), [49 USC 5303](#), [2 CFR 200](#), and [s.339.175, Florida Statutes \(FS\)](#) and policies and procedures prescribed by FDOT and FHWA.

- ☒ Requires its consultants and contractors to comply with applicable federal and state laws pertaining to the use of federal-aid funds.
- ☒ Uses a financial management system that complies with the requirements outlined in [2 CFR 200.302](#).
- ☒ Ensures records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made.
- ☒ Submits supporting documentation in sufficient detail for proper monitoring, when required, to FDOT.
- ☒ Maintains and updates required agreements between the MPO and FDOT, other MPOs, and local stakeholders.

Please select options applicable to the MPO:

- ☒ The MPO is a standalone entity, a direct recipient of federal funds, and subject to an annual single audit.
- ☐ The MPO uses a federal or state-approved indirect cost rate.

If **Yes**, please indicate which indirect cost rate the MPO uses:

- ☐ Actual indirect costs (with receipts)
- ☐ An approved Indirect Cost Allocation Plan (to be completed by the MPO, submitted to FDOT Office of Comptroller for review and approval PRIOR to contract execution)
- ☐ De Minimus Rate: A percentage of Modified Direct Costs (currently, the De Minimus rate is 15%)

☐ If **Yes**, please check the box if the MPO submitted a Cost Allocation Plan.

- ☒ The MPO charges all eligible costs as direct costs.
- ☒ **FDOT and the MPO certify the metropolitan transportation planning process is carried out according to applicable requirements described in 23 CFR 450.336.**

By signing below, I certify the above information is true and accurate.

MPO Executive Director Signature: Valerie Neilson

Name: Valerie Neilson

Title: Executive Director

Date: 05/21/2026

FDOT Transportation Development Director Signature: _____

Name: John P. Krane, P.E.

Title: FDOT District 4 Director of Transportation Development

Date:

Section 1.2: Noteworthy Achievements and Practices

List the MPO's noteworthy achievements and practices below by year.

Month	Year	Noteworthy Achievement or Practice
February	2025	Hosted the 2025 Regional Safe Streets Summit and mobile tours, engaging more than 500 participants to educate the public and partner agencies on transportation safety best practices and celebrate local successes.
June	2025	Created a new Transportation Improvement Program (TIP) interactive tool to seamlessly and efficiently process amendments and modifications to projects, track project status, construction timelines, existing/future lane capacity, and other attributes to track projects through implementation.
September	2025	Developed Standard Operating Procedures (SOPs) to ensure continuity of services and mission-critical MPO functions, including federally and state-required products, with over twenty additional SOPs supporting consistent and efficient operations agency-wide.

Section 1.3: MPO Comments

List items that require follow-up or action.

MPO Comments to FDOT:

Provide a late fiscal year snapshot to allow for consistency between the TIP and Work Program.

Oftentimes, there are changes to the work program funding sources that are minor where the MPO is not made aware. Providing a snapshot of the current work program later in the year would allow us to ensure we capture everything as the year is closing out. This will also help with the List of Federal Obligations to match more appropriately.

Provide more transparency in the List of Federal Obligations. This list currently meets bare minimum federal requirements. Most of the funding now showing in these lists are reimbursements of federal funds from an advanced construction fund type from prior years. It would also be beneficial to provide federal and state funding to understand final funding amounts for each historic project.

Local Agency Program (LAP) Coordination - a majority of MPO priorities are administered through local agencies. Although coordination between FDOT, MPO, and the LAP agency occurs, it would be beneficial for the official LAP tracking tool - GAP - could track the construction activities similar to how the FDOT work program tracks active construction projects.

Transit funds in the work program are difficult to track obligations on projects. At present, neither FDOT nor the MPOs are able to track flexed funds once outside the FDOT work program. Staff cannot track programmed transit capital funding, obligated or spent funds (in an account), or status of projects. Access to FTA's Transit Award Management System (TrAMS) is needed to solve this issue.

Additional MPO highlights from 2025:

Received the first external audit without findings since independence. This success was achieved through a combination of clear financial practices as well as the implementation of a new financial system geared towards governmental accounting.

Completed a Transit Oriented Communities (TOC) Policy Recommendations and a Micromobility Rail Access Study. These studies provide a more comprehensive review of policy and existing conditions

at major transit stops and transfer stations and what capital improvements and urban form improvements can be completed to ensure context sensitive design.

Assisted local governments with mobility plans and corridor studies, including Belle Glade West Ave A corridor study, Tequesta Mobility Plan, US 1 reconstruction in West Palm Beach, South Downtown Palm Beach International Airport Mobility Study.

Provided 11 letters of support for municipalities and partner agencies seeking discretionary grants.

Created a Crash Reporting Toolkit to help inform public perception of traffic crashes by sharing the tools needed to tell a more complete story of our roadways.

Created a new survey for outreach events to collect responses on how commuters travel within the county, and what improvements would make travel easier, safer, and more desirable.

Adopted the 2050 Regional Transportation Plan (RTP) in collaboration with Miami-Dade TPO, Broward MPO, FDOT districts, and other regional transportation partners.

Continued improving the MPO's bi-weekly newsletter, achieving an average open rate of 44%, which is 9% above the industry average and an increase from the previous year, and an average click-through rate of 6%, which is 3% above the industry average and consistent year over year.

Expanded the MPO's social media presence by increasing followers across all platforms.

Continued tracking social media engagement. 2025 saw 213,311 users reached, and an average of 450,000 impressions across social media platforms.

Received 933 total public comments through the MPO's online comment map and print/digital surveys.

Conducted local mobile tours and site visits to learn from partner agencies, including PBIA, SFRTA, Port of Palm Beach, PortMiami, Miami Intermodal Center, and Palm Beach County Traffic Operations .

Part 2: FDOT District

The FDOT District completes Part 2 of the Joint Certification.

Section 2.1: Risk Assessment

FDOT, as the recipient of federal-aid funds for the State, is responsible for ensuring that these funds are expended in accordance with [2 CFR 200.332\(b\)](#), [s.215.971,FS](#), and [s.216.3475, FS](#). After coordination with the Office of Policy Planning (OPP), any of the considerations in [2 CFR 200.331\(b\)](#) may result in an MPO being assigned the high-risk level.

The questions in this section assign a risk level to each MPO. The risk level determines the minimum frequency with which the District MPO Liaison reviews the MPO's supporting documentation for invoices for the following year.

Figure 1 shows the risk assessment and monitoring timeline.

Figure 1. Risk Assessment Process



1. MPO Invoice Submittal

How often does the MPO submit invoices to the District for reimbursement?

Monthly

The MPO must submit invoices within 90 days of the end of the invoice period. An invoice is late if it is submitted after 90 days. How many invoices did the MPO submit late? 0

2. MPO Invoice Review Checklist

The [MPO Invoice Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO invoice checklists have in the past year? 0

3. MPO Supporting Documentation Review Checklist

The [MPO Supporting Documentation Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO supporting documentation checklists have in the past year? 0

4. Risk Assessment Score

Please use the table below to select the MPO's risk level.

Total number of late invoices and significant findings: 0

Level of Risk: Low

Total Number of Late Invoices and Significant Findings	Risk Level	Frequency of Monitoring
Less than 10	Low	Annual
10-20	Moderate	Bi-annual
21-30	Elevated	Tri-annual
More than 30	High	Quarterly

Section 2.2: Planning Documents

1. Complete the table below.

Planning Document	Date Adopted	End/Horizon Date	Date Uploaded in GAP (if applicable)	Was the document made available to the public consistent with applicable federal regulations and the procedures identified in the MPOs PPP?
LRTP	09/30/2025	2050	4/28/2025	Yes
TIP	12/11/2025	2030	1/22/2026	Yes
UPWP	7/25/2025	6/30/2026	7/28/2025	Yes
CMP	12/12/2024	Ongoing		Yes/No
PPP	12/11/2025	Ongoing		Yes

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

Yes

3. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

Yes

Section 2.3: District Questions

List District questions or observations that require follow-up or action.

1) Explain whether the MPO supported FDOT statewide performance targets or established MPO-specific targets for PM1 (Safety), PM2 (Pavement/Bridge Condition), PM3 (System Reliability), Transit Asset Management (TAM), and Public Transportation Safety (PTS). Describe the process used to set or support these targets and identify the projects programmed to address performance gaps in safety, asset condition, reliability, and transit safety/asset performance.

Target Setting

The Palm Beach MPO supported all of the statewide targets set by FDOT. The most recent updated targets were adopted into the 2050 Long Range Transportation Plan in December of 2024. The Safety Targets are set annually in February, with the most recent adoption February 20, 2025.

Typically, the Palm Beach MPO will update all targets in the LRTP.

When Transit Asset Management (TAM) and Public Transportation Safety (PTS) targets are adopted outside of the LRTP cycle by Palm Tran and/or South Florida Transportation Authority (SFRTA), the targets are integrated in the LRTP and TIP during their next adoptions.

Safety (annual), Bridge and Pavement (every two-years), and System Performance (every two-years) are updated when there are statewide target updates. These occur outside of an LRTP cycle by Resolution or are integrated into the LRTP Document for Adoption.

Most of the background material used to set the non-transit targets relies on FDOT provided data.

Performance Based Programming

MPO Priority projects are vetted and scored using points towards addressing federal performance measures. Every year, the MPO provides a summary of projects that are programmed to improve performance measures. Appendix C: https://palmbeachmpo.org/wp-content/uploads/2025/06/FY26_30_AppendixC_PerformanceMeasures.pdf

2) Outline your segregation-of-duties policy and your Quality Assurance process (cross-checks of periods, dates, task coding, progress reports). Share one process change implemented in 2025.

The Palm Beach MPO follows Financial Policies and Procurement Policy as most recently approved by the Governing Board on October 31, 2025. Purchase requisitions and payment invoices are entered in the Aclarian Financial System (Aclarian) for each transaction. Each request specifies a funding source including a Unified Planning Work Program Task as appropriate. Each purchase requisition and payment authorization is entered by a finance team staff member and approved by the relevant Department Head, Finance & Operations Manager, and Executive Director. The Finance & Operations Manager prepares the grant reimbursement invoices including supporting documentation. The invoice is reviewed by finance team staff members and the Deputy Director of Programs and must include a final approval signature from the Executive or Deputy Director attesting to the accuracy and truthfulness of the invoice and supporting documentation. In addition to the financial information, each month staff prepares a progress report which outlines the accomplishments and activities of the period. The progress report is reviewed and verified by the supervisory staff for accuracy. The progress report is then finalized and signed by the Executive Director. Once the invoice and all supporting documentation have been compiled, an invoice

form is entered in Aclarian and the reimbursement request is attached. The invoice form includes specific accounting to ensure grant dollars are accounted separately.

A process change that was implemented in 2025 was the creation of several Standard Operating Procedures (SOPs) to ensure continuity of services and completion of mission critical activities of the MPO's core functions.

Section 2.4: Recommendations and Corrective Actions

Identify any recommendations and corrective actions based on the information in this review below.

Corrective actions should include a date by which the MPO must address them. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

Status of Recommendations and Corrective Actions from Prior Certifications

Recommendation/Corrective Action	Applicable Date/Response Date
All prior certification comments have been addressed.	

Current Recommendation(s) for this Certification Cycle

Currently, we have no recommendations for the MPO.

Current Corrective Action(s) for this Certification Cycle

Currently, we have no corrective actions for the MPO.