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Federal Transit Administration
Region 4 Office
230 Peachtree St, NW, Suite 1400
Atlanta, Georgia 30303
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October 31, 2018

Mayor Tracey Gore, Chairwoman
Lee County MPO
P.O. Box 150045
Cape Coral, FL 33915-0045

Dear Mayor Gore:

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. An urbanized area with 200,000 or more in population is referred to, in federal legislation, as a TMA. We recently conducted a review of the Cape Coral TMA, more commonly referred to as the Lee County Metropolitan Planning Organization (MPO).

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 MPO's planning process included a site visit, conducted by representatives from the FHWA and the FTA from April 30 to May 1, 2018. During the 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 site visit, opportunities were afforded to local elected/appointed officials and the general public to provide their insights on the MPO'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.

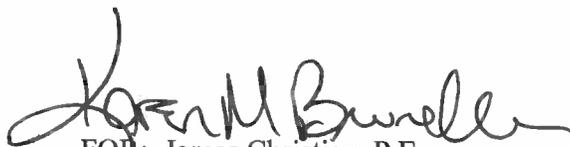
Enclosed for your consideration is the final *TMA Certification Review Report* for the Cape Coral TMA, which includes documentation of the various components of the FHWA/FTA certification review of the Lee County MPO. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent 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 one (1) corrective action, three (3) noteworthy practices and no recommendations to improve the current planning process of the Lee County MPO.

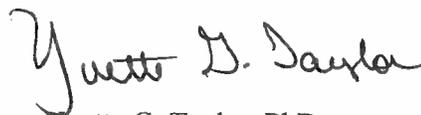
Based on the overall findings, the FHWA and the FTA jointly certify that the transportation planning process of the Cape Coral TMA, which is comprised entirely by the Lee County MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the corrective action stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective action, in accordance with the noted deadlines. This certification will remain in effect until **September 2022**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Ms. Danielle Blackshear at (850) 553-2221 or by email at danielle.blackshear@dot.gov.

Sincerely,



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



Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

Enclosure:
Final TMA Certification Review Report

cc: Mr. Don Scott, Lee County MPO
Ms. Danielle Blackshear, FHWA
Ms. Karen Brunelle, FHWA
Ms. Cathy Kendall, FHWA
Ms. Parris Orr, FTA (Region 4)
Mr. John Crocker, FTA (Region 4)
Mr. D’Juan Harris, FDOT District 1
Mr. Wayne Gaither, FDOT District 1
Mr. Mark Reichert, FDOT, (MS-28)
Mr. Alex Gramovot, FDOT (MS-28)
Mr. Carl Mikyska, MPOAC (MS-28B)



2018 Certification Report

**Cape Coral Transportation
Management Area**

Lee County MPO

Prepared by:

Federal Highway Administration

Florida Division

Federal Transit Administration

Region 4

September 2018

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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 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 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 site visit review of the Cape Coral TMA April 30-May 1, 2018. Transportation planning for the Cape Coral TMA is conducted by the Lee County MPO. The last certification review was completed in 2014. The Federal Review Team recognizes three noteworthy practices, identifies one corrective action, and offers no recommendations. 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 Cape Coral TMA, which is comprised entirely by the Lee County MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective action stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective action in accordance with the noted deadlines. This certification will remain in effect until September 2022.

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Lee County Metropolitan Planning Organization

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.334(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) the Federal Review Team (FRT) prepares this Certification Report to document the results of the review process; and, 4) a formal presentation of the review’s findings at a future Lee County 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. Beginning in 2018, to initiate the TMA certification review process, the FRT utilizes a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review.

Appendix A summarizes the section 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 Lee County MPO was held April 30-May 1, 2018. During this site visit, the Federal Review Team met with the staff of the Lee County MPO, FDOT, LeeTran, 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.

A public meeting for this certification review was held on April 30, 2018. 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. 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 2014 corrective actions and recommendations and their status can be found in **Appendix F**.

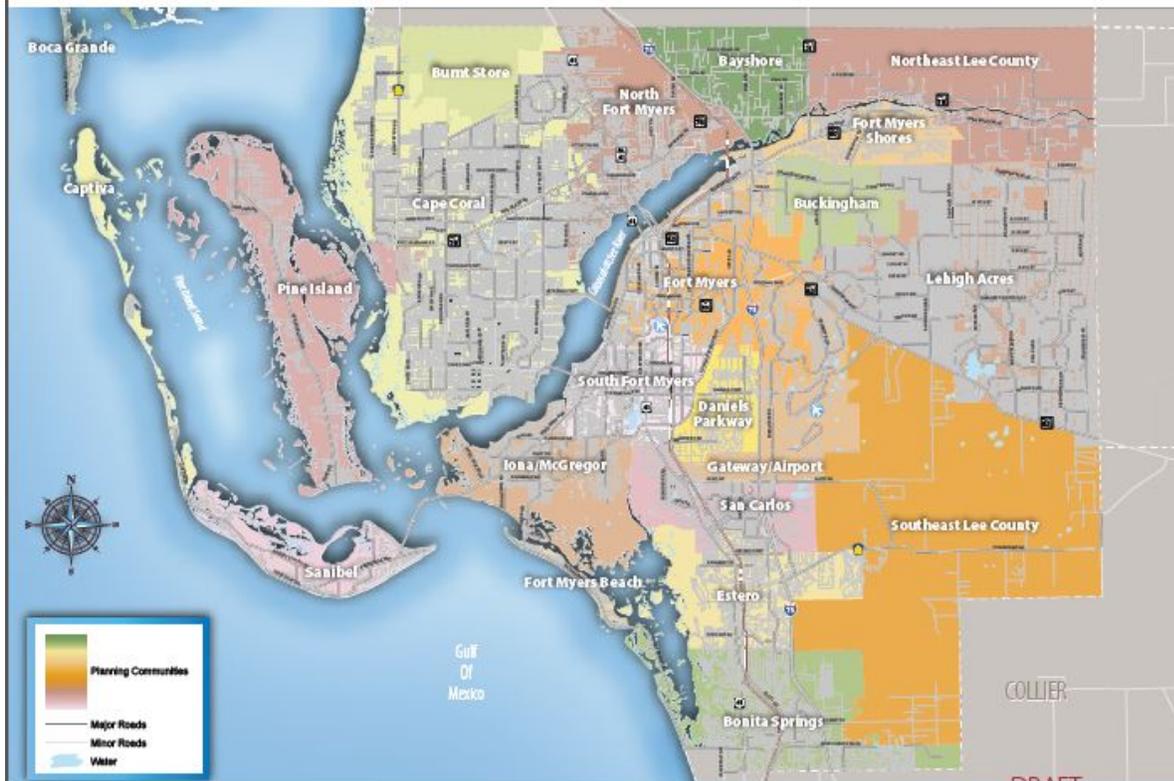
An explanation of planning acronyms can be found in **Appendix G**.

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

A. Description of Planning Area

Observations: The Lee County MPO is located in southwest Florida. The planning area boundary includes unincorporated Lee County and the cities of Bonita Springs, Cape Coral, Fort Myers and Sanibel, the Town of Fort Myers Beach, and the Village of Estero, all of which are census-defined urbanized areas. The MPO also plans for the non-urbanized barrier islands (Captiva, Pine Island, and Boca Grande). The planning area is bounded by Charlotte County to the north, Hendry County to the east, Collier County to the south, and the Gulf of Mexico to the west. The Lee County MPO planning boundary is visually depicted by the following map:

Figure 1: Lee County Planning Communities



B. Metropolitan Planning Organization Structure

Observations: The Lee County MPO Board is comprised of 18 voting members, including all five Lee county commissioners, elected officials representing each incorporated area (city, town, or village), and the FDOT District 1 Secretary as a non-voting member. As a department of the County, transit is represented by the Lee County Board of Commissioners. The voting structure was changed from 16 to 18 voting members in 2015 to include the Village of Estero and to add an additional voting member for the City of Cape Coral.

The primary responsibility of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. The Lee County MPO staff includes the following positions: Executive Director, Transportation Planning Administrator, Senior Planner, and Transportation Planner. The MPO advisory committees associated with the transportation planning process in the MPO include the Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC), Transportation Disadvantaged Local Coordinating Board (LCB), Bicycle Pedestrian Coordinating Committee (BPCC), and the Traffic Management and Operation Committee (TMOC).

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:

- *Interlocal Agreement for Creation of the MPO* (March 4, 2016)
- *Intergovernmental Coordination and Review and Public Transportation Coordination JPA* (April 29, 2013, reaffirmed April 2018)
- *Interlocal Agreement for Services by and between Lee County Transit and the Lee County MPO* (June 7, 2016)
- *The Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Charlotte-Punta Gorda MPO and the Lee County MPO* (December 13, 2013) – The initial five-year term expires in December of 2018, the two MPOs have discussed updating the agreement in fall 2018 with an approval planned for February of 2019.
- *The Interlocal Agreement for Joint Regional Transportation Planning and Coordination between Lee and Collier MPO's* (March 20, 2009) – In 2014, after the initial five-year term, the MPO decided not to update the agreement. However, an updated version was approved by the Collier MPO, and the Lee County MPO Board is currently reviewing the document for consideration.
- *Legal Services Contract* (June 13, 2018)
- *Accounting Services Contract* – The current contract expires at the end of 2018. However, a new accounting services firm has recently been selected. The MPO is expecting to sign the updated agreement in September 2018.
- *General Planning Consultant Contracts* – The current contracts expire in November 2018. The MPO is currently in the process of scoring GPC proposals and expects Board approval in October 2018.

Observations: All agreements are either up-to-date or in progress of being updated by early 2019.

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

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

A. Transportation Planning Factors

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

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

Finding: The Lee County 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 satisfy the federal requirements as outlined in 23 CFR 450.306(b), 322(f), and 324.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice regarding bicycle and pedestrian planning. For more details about this noteworthy practice, please see Section X.

D. Transit

Observations: Transit service in Lee County and the Cape Coral Urbanized Area is provided by LeeTran. LeeTran is organized in the following manner: LeeTran is a department of Lee County Government and is under the direction of the Lee County Board of County Commissioners.

Through the MPO agreements, cooperative development of the planning products, coordination activities, and implementation of transit projects, LeeTran 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.

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, 320, 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, 322, and 324.

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

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, 322(f), 322(h), and 324.

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, 322(h), and 324.

Section IV. 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 V. 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.

B. Tribal Coordination

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

Finding: There are no tribal lands within the MPO's planning boundaries requiring the MPO to provide tribal coordination.

C. Title V 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 334(a).

Section VI. Linking Planning and NEPA (23 CFR 450.318, 322(f)(7), 322(g))

Current Document Title: 2040 Transportation Plan

Date Adopted: December 18, 2015

Observations: The MPO's 2040 LRTP includes a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities. The discussion focuses on policies, programs and strategies for future project development. The MPO developed the discussion in consultation with applicable Federal, State, wildlife, and regulatory agencies.

The adopted LRTP also was developed in consultation with appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation by comparing the LRTP with State conservation plans and maps and comparing the LRTP to inventories of natural or historic resources. The Lee County MPO has not undertaken any multimodal, systems-level corridor planning studies.

Finding: The MPO's linking planning and NEPA activities substantially satisfies the federal requirements as outlined in 23 CFR 450.318, 322(f)(7), and 322(g).

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

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 450.320.

Noteworthy Practice: The Federal Review Team recognizes one noteworthy practice regarding the congestion management process. For more details about this noteworthy practice, please see Section X.

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

Current Document Title: 2040 Transportation Plan

Date Adopted: December 18, 2015

A. Scope of LRTP

Observations: The Lee County MPO's LRTP addresses a 20-year horizon period and includes long-range and short-range strategies that provide for the development of an integrated multimodal transportation system. The plan includes current and projects transportation demand, existing and proposed facilities, operational and management strategies, assessment of strategies to preserve existing infrastructure, transportation and transit enhancement activities, and a financial plan that demonstrates how the adopted plan can be implemented.

Finding: The general scope of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.322.

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 450.322(e).

C. Financial Plan/Fiscal Constraint

Observations: For the adopted LRTP, the FDOT provides an estimate of federal and state revenue available over the life of the plan, as well as an estimate of administrative, operations and maintenance costs over the life of the plan for the MPO to use. The revenue estimates are included in an appendix to the plan. However, based an analysis of what projects were funded in the first five years of the 2035 LRTP, the MPO lowered

the projected State revenues in the 2040 LRTP by 20% to better match what they have been historically receiving. The plan identifies funding revenue sources, project costs and project phases for projects from 2021 through the plan's horizon year. Projects from 2016 through 2020 are included in the Existing Plus Committed Projects Table in the Executive Summary and appendix, and are not included in the cost feasible portion of the LRTP. This table includes currently active projects, as well as recently completed projects and/or phases to keep a history of where the projects stand for traffic model updates and the development of project priorities. Year of Expenditure costs are used in the plan, as required.

However, it is unclear how the LRTP demonstrates overall fiscal constraint. In addition to the Cost Feasible Plan (CFP) not including projects in the first five years of the plan (2016-2020), several of the CFP tables show costs exceeding revenues. The tables also do not clearly specify which projects are federally-funded. During the site visit, the MPO stated that they followed guidance provided in the FDOT Revenue Forecast Handbook, which allows project costs to fall within ten percent of the revenues.

Finding: The financial plan/fiscal constraint of the MPO's LRTP does not fully satisfy the federal requirements as outlined in 23 CFR 450.322(f)(10).

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

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

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 450.324.

Section X. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2018 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 Lee County MPO's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends or potential risks, and are intended to assist the Lee County 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. **Bicycle & Pedestrian Planning:** The MPO is commended for their active bicycle and pedestrian analysis and outreach efforts in response to being named “the most dangerous metro area for walking in the United States” in the Smart Growth America’s *Dangerous by Design 2016* report. Following the report, the MPO conducted a road safety audit and crash analysis to determine where to focus safety improvements and outreach efforts. As a strong supporter of high visibility enforcement, the MPO, in April 2018, hosted a booth and handed out bike lights at a Safe Kids event. The MPO participates on the Injury Prevention Coalition and has begun coordination meetings with a local hospital to discuss ways to reduce serious injuries. Additionally, the MPO plans to expand the Teen Driver Challenge model to include older adults.
2. **Freight Planning:** The MPO is recognized for partnering with the Collier and Charlotte County-Punta Gorda MPOs to host the 2015 Goods and Freight Summit. This event successfully brought together a diverse group of freight stakeholders to discuss freight needs and challenges across the larger three-county region.
3. **Congestion Management Process:** The MPO is commended for the innovative use of drone technology to document congestion (long traffic queues) on the approaches to a heavily used intersection to assess the need for a roundabout. Using the drone provided for greater flexibility, less interruption in image capturing than a camera, and a more complete view of the study area. The MPO also plans to use drone technology to create informational videos for using two-stage left turn bicycle boxes, which, once implemented, will be the first use of this type of bicycle box in the State of Florida.

B. Corrective Actions

1. **LRTP - Financial Plan/Fiscal Constraint:** The 2040 LRTP does not clearly demonstrate overall fiscal constraint. Several of the CFP tables show costs exceeding revenues and do not include costs for the full 20-year horizon of the plan. The tables also do not clearly specify which projects are federally-funded. **The MPO must update the CFP by March 1, 2019 to include costs for 2016-2020, identify those projects that are federally funded, and explicitly demonstrate how costs for planned projects do not exceed anticipated revenues.**

C. Recommendations

No recommendations have been identified.

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 Lee County MPO identified technical assistance requests for the following topical areas: sharing of MPO administration recommendations/best practices; access to use more complex data sets and data-processing applications for projects; follow-up from FHWA HQ on the status/result of the bike/ped counting projects; how to get a more well-rounded, accurate collection of data; and the best methods to collect distracted driving data. 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 Cape Coral TMA, which is comprised entirely by the Lee County MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the corrective action stated in this report. The MPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the corrective action in accordance with the noted deadlines. This certification will remain in effect until September 2022.

Appendix A. Summary of Risk Assessment

Florida TMA Certification Review Risk Assessment

MPO: Lee
 Date of Assessment: 1/16/2018
 Cert Review Report Date: Sep 2018

Topic Area	Selected for additional review?
Organization of MPO/TPO (23 CFR 450.310, 312, 314)	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)	No
Long Range Transportation Plan (23 CFR 450.322)	No
Long Range Transportation Plan (23 CFR 450.322(e)) - Travel Demand Modeling/Data	No
Long Range Transportation Plan (23 CFR 450.322(f)(10)) - Financial Plan/Fiscal Constraint	No
Congestion Management Process (23 CFR 450.320)	No
Transportation Improvement Program (23 CFR 450.324, 326, 328, 330, 332)	No

*Note: With the exception of Transit, if all areas are a "No", then the top 3 areas will be reviewed. The additional two areas are: Linking Planning and NEPA, and LRTP - Financial Plan/Fiscal Constraint

Appendix B. Site Visit Participants

FHWA

Danielle Blackshear
Karen Brunelle

FTA

Parris Orr

Lee County MPO

Don Scott
Ron Gogoi
Brian Raimondo
Calandra Barraco

LeeTran

Paul Goyette
Steve Myers
Levi McCollum

FDOT

D’Juan Harris
Mark Reichert
Alex Gramovot

MPO Advisory Council (MPOAC)

Carl Mikyska

Appendix C. TMA Certification Site Visit Agenda

Lee County Metropolitan Planning Organization TMA Certification Review

April 30 – May 1, 2018

Lee County MPO
815 Nicholas Parkway East
Cape Coral, FL 33990

(239) 244-2220

AGENDA

Monday	April 30, 2018	Day One
Federal Certification Team Members	<ul style="list-style-type: none"> ➤ Danielle Blackshear (FHWA) ➤ Karen Brunelle (FHWA) ➤ Parris Orr (FTA) 	
Time	Item	Lead
5:00 p.m.	Public Meeting	Federal Team

Tuesday	May 1, 2018	Day Two
Time	Item	Lead
8:30 a.m.	Begin Site Visit Welcome / Introductions <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Discussion of Risk Assessment ➤ Review schedule and close-out process 	Federal Team
8:45 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification ➤ State/MPO Annual 	Federal Team, MPO, LeeTran, FDOT
9:15 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, LeeTran, FDOT
9:45 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? 	MPO

	➤ What challenges have you encountered and addressed?	
10:30 a.m.	Break	
10:45 a.m.	Long Range Transportation Plan ➤ Financial Planning ➤ Planning for Autonomous Vehicles	Federal Team, MPO, LeeTran, FDOT
11:30 a.m.	Break for Lunch	
12:45 p.m.	Transit/Transportation Disadvantaged	Federal Team, MPO, LeeTran, FDOT
1:15 p.m.	Technical Assistance & Training ➤ Future Needs Additional Questions ➤ Anything else the MPO would like to share with the Federal Team that hasn't been discussed?	Federal Team, MPO, LeeTran, FDOT
1:45 p.m.	Break	
2:00 p.m.	Preliminary Findings Discussion with Federal Team	Federal Team
3:00 p.m.	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, LeeTran, FDOT
3:30 p.m.	Adjourn Site Visit	

Appendix D. Public Engagement Notice

From: [Calandra Barraco](#)
To: [Calandra Barraco](#)
Cc: [Don Scott](#); [Ron Gogoi](#); [Brian Raimondo](#)
Subject: Federal Certification Kick-Off Public Meeting, April 30, 2018 at 5:00 p.m.
Date: Monday, April 23, 2018 1:21:59 PM

Good afternoon,

The Lee County Metropolitan Planning Organization invites you to attend our Federal Certification Review Kick-off Meeting on April 30, 2018 at 5:00 p.m. The meeting will be held at 815 Nicholas Parkway East, Room 200/Green Room, Cape Coral, FL 33990. The following information is the public notice that was advertised in the News Press and on our website, www.leemppo.com.

PUBLIC NOTICE: Federal Certification Review Kick-off Public Meeting on April 30, 2018 at 5:00 p.m.

Notification is given that the Lee County Metropolitan Planning Organization (MPO) is being reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to assure the MPO's activities, practices, and policies are in compliance with Federal policies and laws.

The MPO is responsible for establishing priorities to meet short-term (next 5 years) and long-term (20+ years) multi-modal transportation needs. The public meeting is an important part of the federal review process that is required every four years for Transportation Management Areas (TMA).

The Federal review team would like to hear from you directly at the public meeting, or via mail or email. If you are unable to attend the meeting, public comment forms are available at the Lee County MPO office at 815 Nicholas Parkway East, Cape Coral, FL 33990 or by visiting the MPO website at: [comment form](#)

Thank you,

Calandra Barraco

Administrative Assistant/Public Information Officer/Title VI Coordinator
Lee County Metropolitan Planning Organization
P.O. Box 150045, Cape Coral, FL 33915
Direct # 239-330-2243
LeeMPO.com

Appendix E. Summary of Public Feedback

FHWA and FTA would like to thank everyone who participated in and contributed comments for the Lee County 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. The comments received through a survey posted to the MPO's website and the public meeting included opposition to a local project with a proposed alternative, appreciation for the MPO and CAC as an outlet for citizens to help improve roads; and high satisfaction with MPO staff and their ability to answer questions, keep the public informed, and maximize limited resources. No additional comments were received during the 30-day public comment period following the public meeting on April 30, 2018. We have reviewed all comments and have taken them into consideration throughout the writing of this report. The next page begins the public meeting minutes and the public comments received.

**Federal Certification Review
Public Input Meeting**
Lee County Metropolitan Planning Organization
Monday, April 30, 2018
City of Cape Coral Public Works Building
815 Nicholas Parkway East, Cape Coral, FL 33990
5:00 p.m.



Meeting Minutes

Welcome and Introductions

List of Attendees:

Ms. Danielle Blackshear	Federal Highway Administration, Florida Division
Ms. Karen Brunelle	Federal Highway Administration, Florida Division
Ms. Parris Orr	Federal Transit Administration
Mr. Carl Mikyska	MPOAC Executive Director
Mr. D'Juan Harris	FDOT District One Liaison
Mr. Mark Reichert	FDOT
Mr. Alex Gramavot	FDOT
Mr. Paul Goyette	LeeTran
Mr. Levi McCollum	LeeTran
Mr. Dave Ulrich	Responsible Growth Management Coalition
Ms. Tracey Gore	Town of Fort Myers Beach Mayor, MPO Board Chair
Ms. Pim Tan	City of Cape Coral
Mr. Don Scott	Lee County MPO Executive Director
Mr. Ron Gogoi	Lee County MPO
Mr. Brian Raimondo	Lee County MPO
Ms. Calandra Barraco	Lee County MPO

Ms. Danielle Blackshear with the Federal Highway Administration (FHWA) started the meeting at 5:07 p.m. by welcoming those in attendance. She introduced herself, Ms. Karen Brunelle with the Federal Highway Administration, and Ms. Parris Orr with the Federal Transit Administration (FTA).

Federal Highway Administration and Federal Transit Administration Presentation on MPO Certification

Ms. Blackshear then reviewed a power point presentation that can be found at: <http://leempo.com/wp-content/uploads/2018/04/2018-Lee-County-Public-Input-Meeting-Presentation.pdf>. Her presentation included slides on the purpose of the site visit, the process of the certification, the importance of the certification, who is involved, how it is done, and descriptions of the MPO products like the Unified Planning Work Program (UPWP) and the Long Range Transportation Plan (LRTP). She showed a chart on how all of the products fit

together. Ms. Blackshear then asked for public comments, mentioning the comment cards that were also available at the back of the room.

Public Questions and Comments

Mr. Dave Urich, a Charter member of the Responsible Growth Management Coalition of Lee County and former member of the Lee County MPO's Citizen Advisory Committee (CAC), gave a brief presentation with posters on his opposition to the Del Prado Interchange with a proposed alternative. He also mentioned his approval of the Littleton/Kismet project as a much needed Cape Coral arterial road. He added that the MPO and the CAC helped immensely throughout the years. He said it has been a great experience working with them as it allowed him the opportunity to help with better roads.

There were no other public comments.

Ms. Blackshear then discussed how the public comments will be used. She noted the public comment period would be open for the next thirty days, until May 29. She showed a slide with her contact information. She asked again if there were any additional comments. She then ended the formal presentation portion of the meeting and those in attendance convened into smaller group discussions.

The meeting was adjourned at approximately 6:00 p.m.

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, 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 Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

Federal Certification Survey on Satisfaction

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, April 30, 2018 4:31:05 PM
Last Modified: Monday, April 30, 2018 4:41:32 PM
Time Spent: 00:10:27
IP Address: 65.152.207.202

Page 1: Federal Certification Survey

Q1 Overall, how satisfied or dissatisfied are you with the Lee County MPO? **Very satisfied**

Q2 Which of the following words would you use to describe the Lee County MPO's transportation related programs and plans like the Long Range Transportation Plan and the Transportation Improvement Program? Select all that apply. **High quality, Comprehensive, Effective**

Q3 How well does the Lee County MPO meet your transportation planning needs? **Extremely well**

Q4 How would you rate the availability of the Lee County MPO to respond to your transportation related questions? **Excellent**

Q5 What are the most important MPO core areas of business?

Development of Transportation Plans, Reports, and Studies	High
Transportation Funding	High
Technical Support and Analysis (for example traffic modeling and crash data analysis)	Medium
Public Outreach and Community Engagement	High
Development of Transportation Project Priorities	High

Q6 How long have you been a resident of Lee County? **Over 10 years**

Q7 How likely are you to contact the Lee County MPO for transportation related items in the future? **Extremely likely**

1 / 2

Federal Certification Survey on Satisfaction

Q8 How many times have you contacted the Lee County MPO with questions or concerns? **I regularly contact the Lee County MPO**

Q9 Do you have any other comments or concerns?

The Lee County MPO staff has done a remarkable job maximizing their limited resources. They are always willing to answer questions and keep the public very informed. Thank you, Don, Ron, and Calandra for the hard work.

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 Lee County MPO. The MPO's last certification review report was published in September 2014.

A. Corrective Actions

1. **Linking Planning and Environment:** The project specific environmental discussion found in the current LRTP, starting on page 10-37, while extensive, does not discuss potential environmental mitigation strategies nor potential areas to carry out these activities as required by 23 CFR 450.322(f)(7). **The MPO needs to include a narrative as part of the 2040 LRTP to address a region-wide general discussion of environmental mitigation strategies and potential areas to carry out these activities. The narrative must be adopted by the board in conjunction with the 2040 LRTP scheduled to be completed by December 8, 2015.**

Update: The 2040 LRTP was adopted by the MPO Board on December 18, 2015. Chapter 9, "Other Transportation Elements," was updated to include a discussion of the MPO's involvement in region-wide environmental mitigation activities, as well as detailed maps showing environmentally sensitive areas and potential mitigation locations. FHWA/FTA sent formal correspondence confirming that the corrective action had been satisfied on February 27, 2017.

B. Recommendations

1. **Transit** - Per MAP-21, by October 1, 2014, MPOs that serve an area designated as a TMA must include "(A) local elected officials; (B) officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and (C) appropriate State officials."

Update: The Lee County MPO and LeeTran discussed this recommendation to determine if they wanted to make any changes. However, they decided to continue with the current public transportation representation, which covers the federal requirements. The Board of the County Commissioners operates LeeTran and they also sit on the MPO Board providing representation for LeeTran. In addition, LeeTran staff attend the MPO Board and Committee meetings providing input on transit items, as well as addressing questions and comments, as necessary. FDOT also serves as an ex-officio member on the MPO Board, consistent with their request not to be a voting member, as a result of their interpretation of the Florida Sunshine Laws.

2. **Security:** The Lee County MPO is encouraged to regularly test their Continuity of Operations Plan.

Update: The MPO staff has regularly tested the Continuity of Operations Plan to ensure that the MPO can provide support during emergency conditions. These tests have also included following the COOP during recent hurricanes where the office has been closed due to a State declared emergency. From these tests and storms over the years, the MPO staff has revised the way they access, share and store data and files, as well as how they communicate and provide information during events. This has included, for instance, working off of a cloud server versus an on-site server so that office operations can continue whether or not there is power in the office. The back-up of data and files is another example where the MPO is providing redundancy within the cloud environment, but also with external hard drives that can be taken out during emergencies to better provide redundancy and access to files during events. The MPO also shares an offsite storage facility with the Charlotte-Punta Gorda MPO that provides further redundancy of hard copy files.

During the most recent event, Hurricane Irma, the MPO had a good opportunity to run the MPO operations from remote locations due to the closure of the office. This included preparing for the event prior to the storm, communicating with staff before and after the storm, and communicating with the Board Chair and members after the storm. The office was officially closed for seven days, although it was only out of power for a day and a half, and staff was able to provide service, as needed. In addition, staff worked remotely for a half a day from one of their regional partner's office locations, further illustrating the ability to coordinate, access and work during emergency events.

3. **Public Participation Plan:** The MPO is commended for the update of the MPO Public Participation Plan which gives stronger emphasis to the visualization aspect of information included in the plan. However, during the site review, the Federal Review team noted several things that are missing from this plan. The MPO should carefully examine this document to ensure that, at a minimum, it contains all of the requisite information from 23 CFR 450.316, and that the plan is a useful roadmap for advising the public of its services. The Federal Review Team recommends that in the next update of the Public Participation Plan, MPO staff give careful consideration to conveying information related to thoroughly engaging the public in the planning process. Attention should also be given to clarifying how, when and where committees meet, how a member of the public can serve on committee, and how the public can get involved in the development of the public participation plan and other MPO planning products.

Update: The Public Involvement Plan was mostly updated in June of 2017 to include a description of what the MPO does, updated contact information, website access information, and additional information for getting involved in the planning process and in the development of the MPO products. Other changes included adding LeeTran coordination activities, updating references to current conditions, and including recent public meeting pictures. The MPO has also taken advantage of FDOT and FHWA training and work session opportunities

where the PIP and the website have been reviewed for consistency with requirements, as well as information on best practices.

4. **Title VI and Related Requirements:** The Federal Review Team offers a recommendation to the MPO staff to update their website to make it easier for the public to find the Title VI policy, assurance and complaint filing procedures on the MPO website.

Update: Following the 2014 review, the MPO revamped and updated their website. A Quick Link is now available on the MPO website for ease of access to the MPO's Title VI/Civil Rights/ADA/DBE information. The website improvements have also provided easier access for stakeholders and the public, as well as making it easier for staff to update and load information.

5. **Transportation Improvement Plan:** The Federal Review Team recommends that the MPO board consider granting the Executive Director the ability to process project modifications in the event of short notice events. This provision will allow projects to advance more quickly.

Update: The MPO Board developed resolutions for the MPO Director to approve items to cover short event items, particularly during gaps of time when the Board is not meeting. The MPO Board has also provided authorizations for signing certain grant agreements or making minor changes for grant submittals, after approving the overall acceptance of the grant funding, to keep the projects moving forward. In addition, the Executive Committee of the MPO is now regularly meeting to handle administrative items and to provide opportunities for more in-depth conversations on issues. As part of that process, the MPO is currently investigating what role this group could have with processing modifications and handling these issues moving forward.

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	TAZ – Transportation Analysis Zone
HPMS Reviews – Highway Performance Monitoring System	TCM – Transportation Control Measure
ISTEA – Intermodal Surface Transportation Efficiency Act	TDM – Transportation Demand Management
ITS – Intelligent Transportation Systems	TEA-21 – Transportation Equity Act for the 21 st Century
LEP – Limited English Proficiency	TIP – Transportation Improvement Program
LRTP – Long Range Transportation Plan	Title VI – Title VI of the 1964 Civil Rights Act
M&O – Management and Operations	TAM – Transit Asset Management
MAP-21 – Moving Ahead for Progress in the 21 st Century	TAMP – Transportation Asset Management Plan
MOA – Memorandum of Agreement	TMA – Transportation Management Association
MOU – Memorandum of Understanding	TMIP – Travel Model Improvement Program
MPA – Metropolitan Planning Area Boundary	TPCB – Transportation Planning Capacity Building Program
MPO – Metropolitan Planning Organization	TPO – Transportation Planning Organization
MPOAC – Metropolitan Planning Organization Advisory Council	TPA – Transportation Planning Agency
NAAQS-National Ambient Air Quality Standards	TSP – Transportation Safety Planning
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