



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

May 25, 2018

Mr. James Christian, Division Administrator
Florida Division, Federal Highway Administration
3500 Financial Plaza, Suite 400
Tallahassee, FL 32312

Dear Mr. Christian,

We are pleased to transmit the attached statement of our “Collaborative Process for Federal Performance Measures” pursuant to 23 CFR 450.314(h)(2). This document was prepared by the Florida Department of Transportation (FDOT) and Florida’s 27 Metropolitan Planning Organizations (MPOs) through the MPO Advisory Council (MPOAC). Each MPO is responsible for coordinating with its board and committees in the development and implementation of this document. This includes the providers of public transportation in MPO planning areas, through their participation on MPO boards and committees and in metropolitan planning activities as documented in agreements required of each MPO in Section 339.175(10), Florida Statutes.

This document is intended to assist with initial implementation of the Transportation Performance Management requirements. It is anticipated that this document will be revised over time as FDOT and the MPOAC work cooperatively to fully implement all applicable federal requirements.

Whether through annual Florida Metropolitan Planning Partnership meetings or the continuous efforts of so many to develop the state’s long-range transportation plan (the Florida Transportation Plan) and our coordinated and prioritized Work Program, Florida enjoys a strong history of effective collaboration in state and metropolitan transportation planning. FDOT and the MPOs have been coordinating regarding performance measures for several years in preparation for meeting federal requirements. A 2018 Transportation Research Board Annual Meeting session moderated by the Federal Highway Administration and the Federal Transit Administration highlighted the model performance partnership between FDOT and Florida’s MPOs. The attached process is the next step in that effort, documenting our cooperative approach to developing and reporting federal transportation performance measures and targets.

We look forward to our future work together in delivering Florida's high performing transportation system.

Sincerely,

A handwritten signature in black ink, appearing to be 'MD', with a long horizontal flourish extending to the right.

Mike Dew, Secretary
Florida Department of Transportation

A handwritten signature in blue ink, appearing to be 'Nick', with a large, stylized loop and a sharp point extending to the right.

Nick Maddox, Chair
MPOAC Governing Board

Cc: Tom Byron, Assistant Secretary for Strategic Development, FDOT
Jim Wood, Chief Planner, FDOT
Carl Mikyska, Executive Director, MPOAC
Executive Directors of Florida's 27 MPOs

Transportation Performance Measures Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Part 450 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

FDOT and the MPOAC agree that email communications shall be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning.

1. Transportation performance data:

- a) FDOT: FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.¹²
- b) MPOs: Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.

2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will set their respective performance targets in coordination with one another. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication.

- a) FDOT: FDOT will establish a statewide target for each applicable federally required performance measure.
 - i. FDOT will provide each MPO and relevant provider of public transportation, as applicable, an opportunity to provide comments on proposed statewide targets prior to FDOT's establishment of statewide targets.
 - ii. FDOT will provide written notice to the MPO when FDOT sets a target. This notice will provide the targets and the date FDOT set the target, which will begin the 180-day time-period during which the MPO must set performance targets.

¹ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

² If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

- b) MPOs: Each MPO will establish a target for each applicable federally required performance measure and provide the selected target to FDOT. To the extent possible, MPOs will establish their targets through existing processes including, but not limited to, the annual transportation improvement program update. For each performance measure, an MPO will have the option of establishing a target by either³:
- i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the transportation improvement program) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide target for that performance measure.
 - ii. Choosing to set its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to set its own target, the MPO will develop the target in coordination with FDOT and, as applicable, providers of public transportation. The MPO will provide FDOT and, as applicable, providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the transportation improvement program) that includes the target and when the MPO sets its target.
 - iii. Public transportation related targets: FDOT and the MPOAC recognize the role of providers of public transportation in MPO planning areas in meeting federal performance management requirements for transit asset management and transit safety (final rule pending). The transit asset management requirements are being implemented through the transit asset management plans being developed by Tier I providers of public transportation and by FDOT on behalf of participating Tier II providers. FDOT will notify MPOs and participating Tier II providers following establishment of transit-related targets in the Group Transit Asset Management Plan. Each MPO will provide to FDOT documentation of whether it agrees to support these targets, or choose to develop its own targets. Specific coordination processes between MPOs and providers of public transportation are defined in existing Intergovernmental Coordination and Review agreements or can be defined in funding agreements, as appropriate.
3. Reporting performance targets:
- a) FDOT: FDOT will provide its established performance targets to either the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) as mandated by the federal requirements. FDOT will notify the MPOs when it reports final statewide targets.

³ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

- i. FDOT will include applicable information outlined in 23 CFR 450.216 (f) in any statewide long-range transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
 - ii. Reporting of targets and performance by FDOT will conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
 - b) MPOs: Each MPO will report its respective performance targets as mandated by federal requirements to FDOT in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent possible, MPOs will report their targets through existing processes including, but not limited to, the annual transportation improvement program update.
 - i. MPOs will include applicable information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan long-range transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
 - ii. Reporting of targets and performance by the MPOs will conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
 - a) FDOT: FDOT will provide to FHWA or FTA as designated, and share with each MPO, the transportation performance data for the state showing the progress being made towards attainment of each target set by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
 - b) MPOs: Each MPO will provide to FDOT on an annual basis transportation performance data for the MPO showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent possible, MPOs will report progress through existing processes including, but not limited to, the annual transportation improvement program update.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
 - a) FDOT: FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.