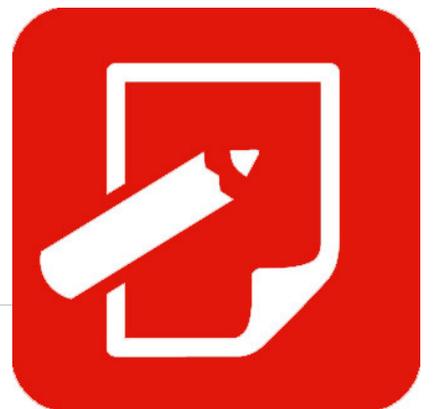
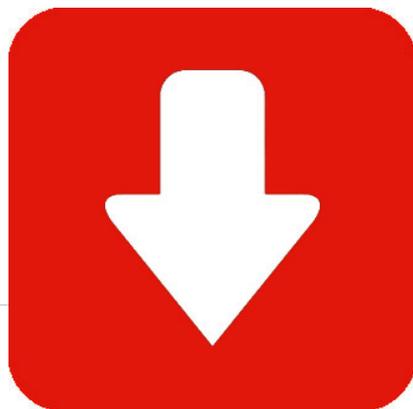


Joint State MPO  
Certification Program | **USER'S GUIDE**

**USER'S  
GUIDE**



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## ***Purpose of User's Guide***

The **Joint State MPO Certification Program** is a computer program designed to streamline the creation of the Joint State MPO Certification Questionnaire. The **Joint State MPO Certification Program User's Guide** is designed to explain to the FDOT MPO Liaison how to use the program to develop their certification questionnaire.

## ***Required Software/Computer Specifications***

The Joint State MPO Certification Program is designed to be easily installed on most current computers with the Microsoft Office suite of programs installed. Word 2007 and Access 2007 must be installed to run the certification program and the recommended operating system is Windows 7.

## ***Installing Joint State MPO Certification Program***

The *Joint State MPO Certification Program* is a standalone computer program which can be run without a standard installation, meaning the user does not need administrative privileges on the machine to use this program. The program can be installed to the default location or to a location of the user's choosing, including shared drives.

### ***Option 1 – Default Location***

Once the download is complete, the contents of the ZIP file must be unzipped to a folder named "MPO Cert Program" on the local "C:" drive (i.e., C:\MPO Cert Program\). Unzipping the files can be done with the users preferred software (e.g., Winzip).

### ***Option 2 – User Selected Location***

Once the download is complete, the contents of the ZIP file can be unzipped to any location on a local or shared network drive of the user's preference. Unzipping the files can be done with the user's desired software (e.g. Winzip). If this option is selected, the following steps should be taken:

- Identify the location where the program is to be housed – for the purposes of this example, assume that the user wishes for the program to be housed in a folder titled "MPO Cert Program" on their Desktop. However, the same directions apply anywhere that the user chooses to save the file – to a shared folder, to a Documents folder, etc.
- Unzip the file to the chosen location.
  - Open the downloaded program and open any folders available to get to the following screen (Figure 1). While on this screen, click "Extract all files".



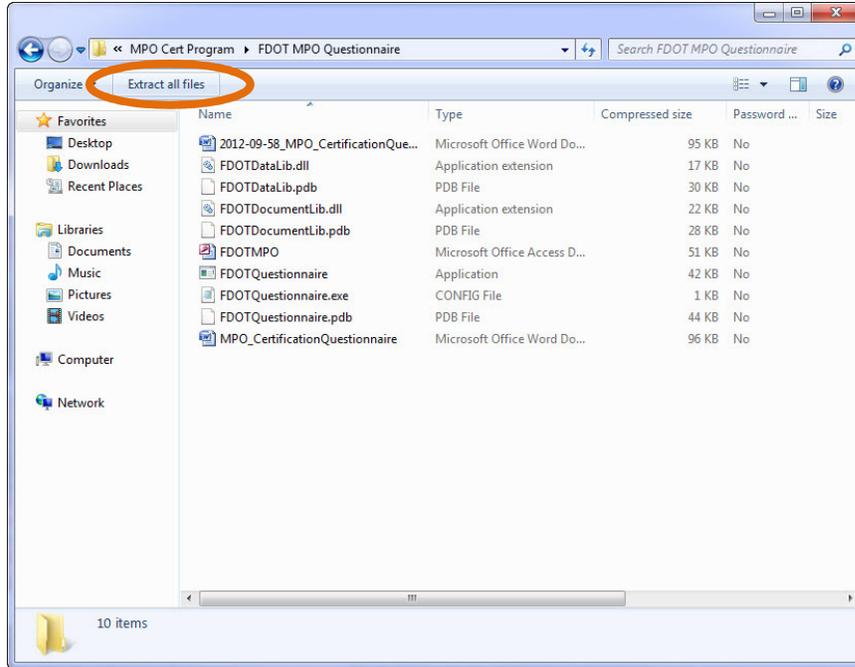


Figure 1: Extract Zipped Files

- Click "Browse", find the folder that the program is to be housed in, and click "OK". Then click "Extract". See Figure 2.

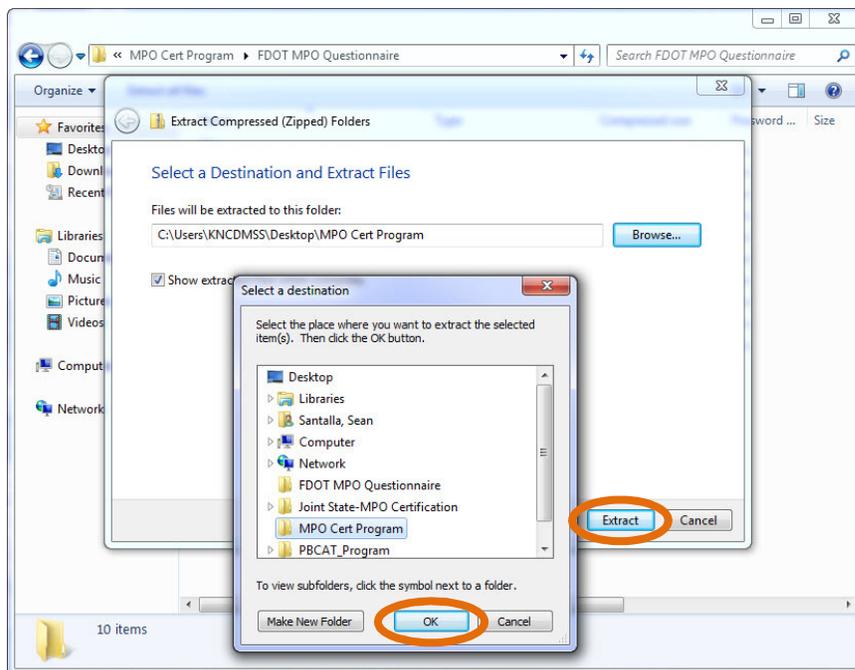


Figure 2: Select Location to Install Program

- At this point, the group of files required to run the program should be housed in the folder that was chosen above.



- Open the folder with the program files and right click and copy the folder address, found in the bar near the top of the window. See Figure 3. **THE FOLLOWING STEPS ARE VERY IMPORTANT TO RUN THE PROGRAM.**

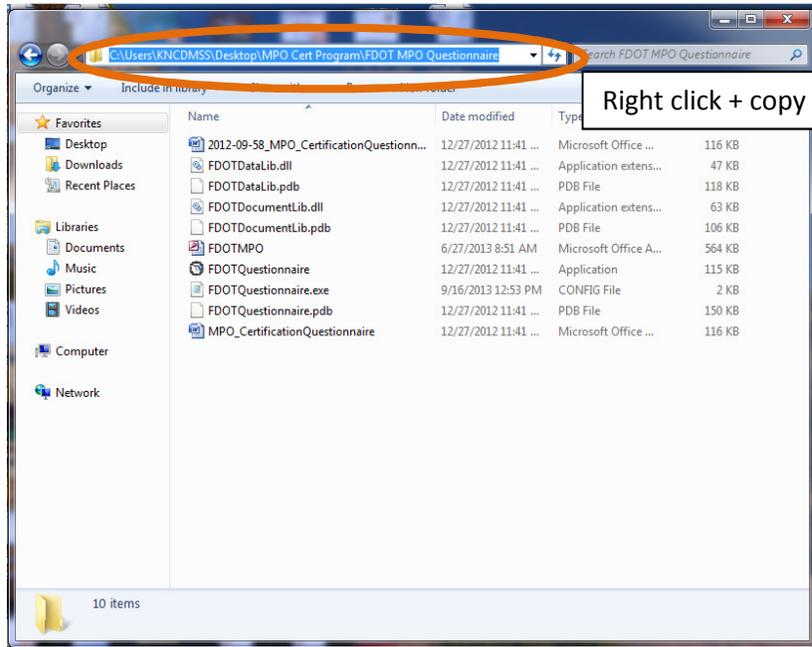


Figure 3: Copy the Location of the Unzipped Files

- Once this address has been copied, open the “FDOTQuestionnaire.exe.config” file. This may also be labeled as “FDOTQuestionnaire.exe”. If prompted to choose a program to open this in, simply choose Notepad. See Figure 4.

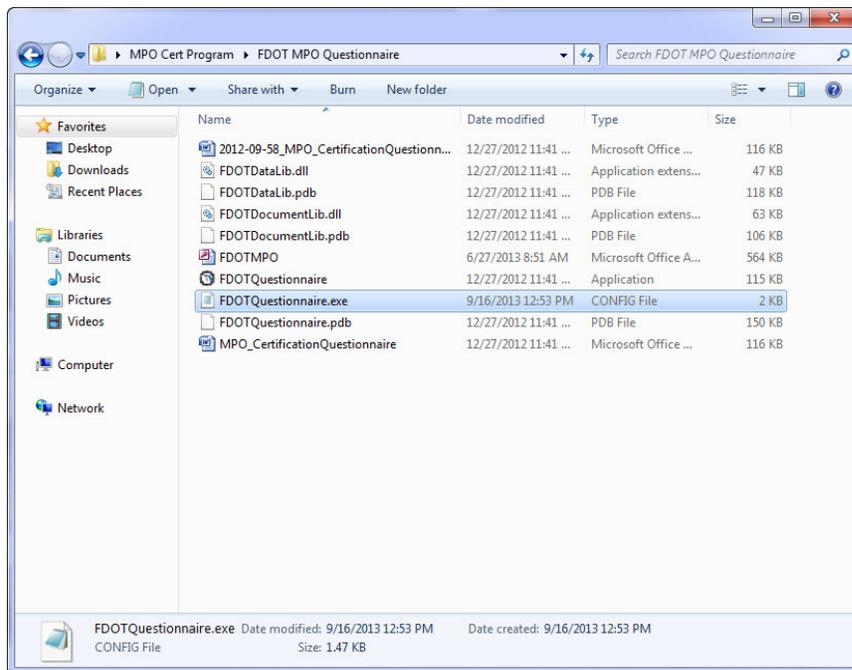


Figure 4: Open Config File



- Within this program, two lines of text must be edited before the program can be run. Lines 4 and 5 should have addresses within them saying "C:\Program Files\MPO Cert Program\" and "C:\Program Files\MPO Cert Program\FDOTMPO.mdb" respectively. Within each of these lines, highlight the portion of the address shown below and paste in the address that was copied earlier. See Figures 5 and 6 for before and after images.

**Line 4:**

Before: <add key="TemplatePath" value="C:\Program Files\MPO Cert Program\"/>  
 After: <add key="TemplatePath" value="C:\Users\KNCDMSS\Desktop\MPO Cert Program\FDOT MPO Questionnaire\"/>

**Line 5:**

Before: <add key="dbLocation" value="C:\Program Files\MPO Cert Program\FDOTMPO.mdb"/>  
 After: <add key="dbLocation" value="C:\Users\KNCDMSS\Desktop\MPO Cert Program\FDOT MPO Questionnaire\FDOTMPO.mdb"/>

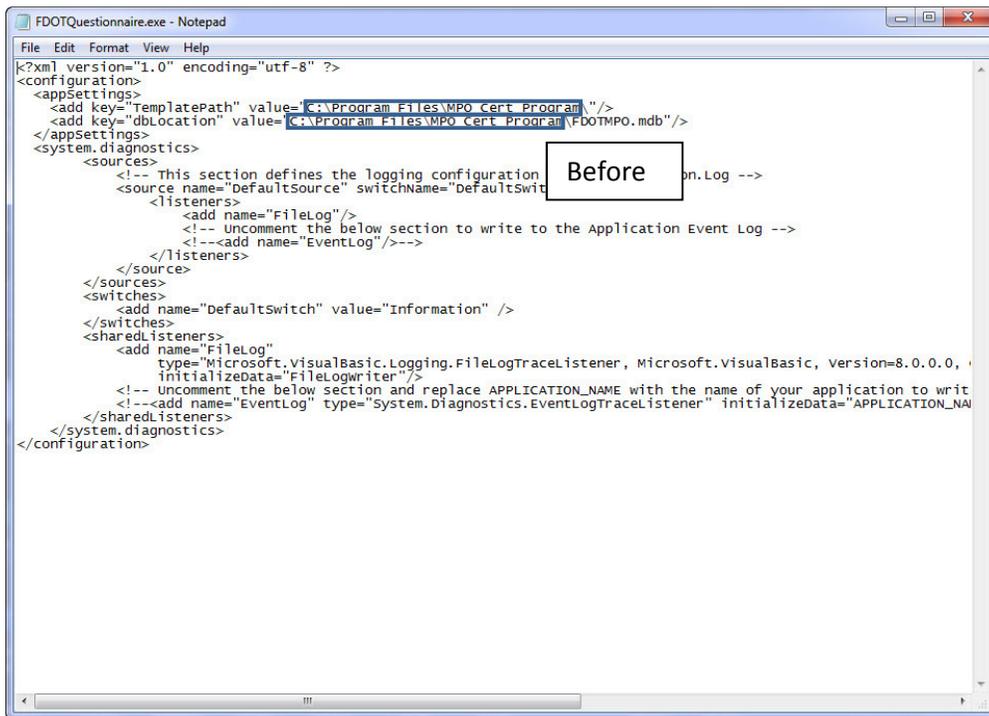


Figure 5: Edit Config File (before)



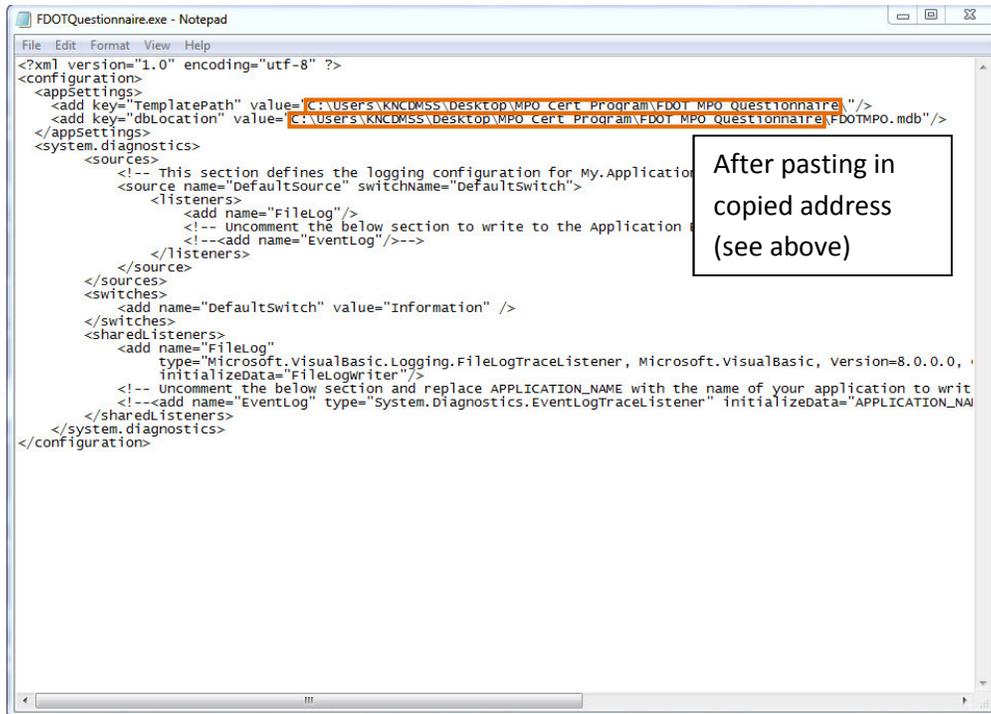


Figure 6: Edit Config File (after)

- Once this has been done, click File then Save to save the text changes. The FDOT Questionnaire application should now be able to be run.
- To run the application, open the FDOTQuestionnaire application. See Figure 7.

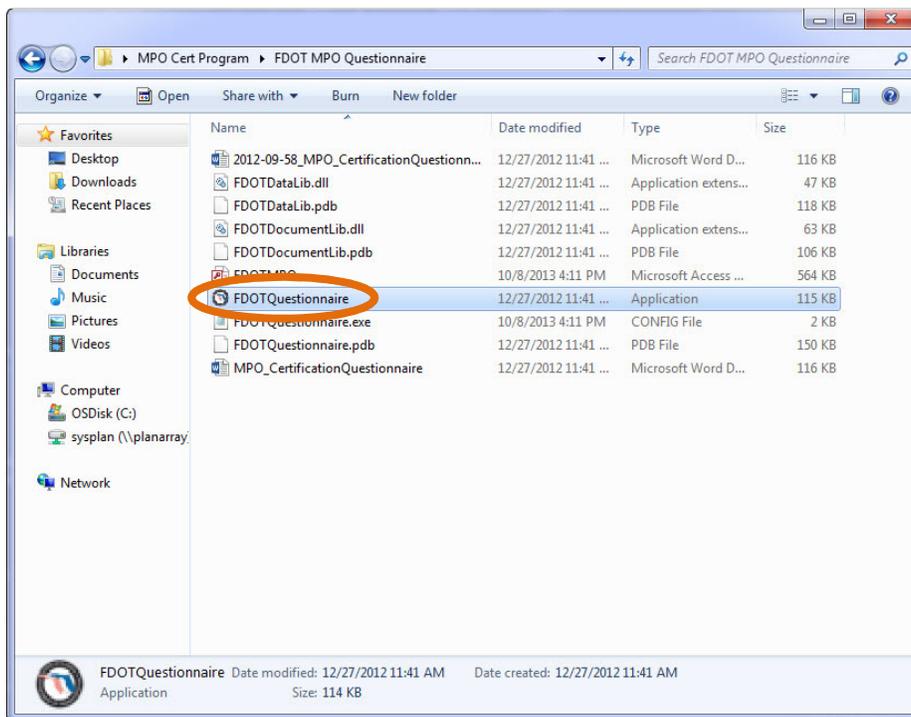


Figure 7: Open Certification Program



## Create Joint MPO State Certification Questionnaire

### Creating a new Questionnaire

**Step 1 – Create or edit the questionnaire:** Highlight the questionnaire titled “Automated Joint State MPO Certification Questionnaire.” This questionnaire contains a comprehensive list of certification questions. Once the questionnaire is selected click the button **Create New Questionnaire from Selected** to continue to the next screen seen in Figure 8. If a questionnaire has already been created, the **Edit Selection** option should be used after highlighting the appropriate questionnaire.

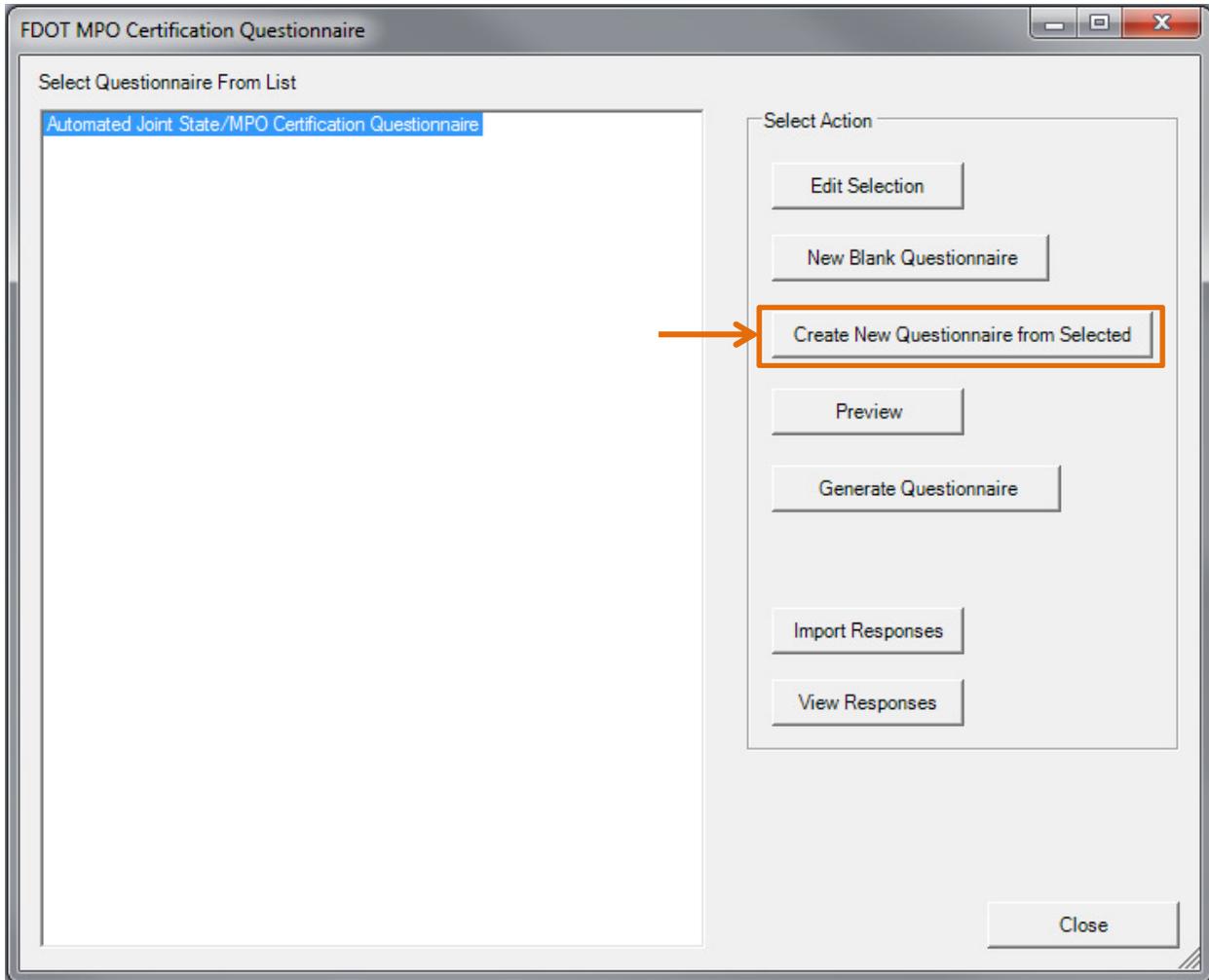


Figure 8: MPO Certification Program Main Screen



**Step 2 – Populate cover page of the questionnaire:** In the title screen shown in Figure 9, the user should fill in the *Description*, *Cover Title*, *MPO*, and *Cover Date* fields. The *Description* is the name given to the questionnaire in the first screen of the program. The three fields listed under *Cover Page Information* are used to populate the cover of the questionnaire.

Figure 9: MPO Certification Program Title Screen

**Step 3 – Edit the questionnaire:** The *Questionnaire Design Screen*, shown in Figure 10, provides many options for customizing the questionnaire. The *Cover Page Information* can be verified and updated if necessary from the *Questionnaire Design Screen*. Individual question text or order can be modified by first selecting the question to be changed. Once the question to be modified has been selected, the text can be changed in the *Question/Statement Text box*. In addition to changing the text of individual questions, the order can be adjusted by selecting the question and clicking either the **Up** button to move the question higher in the list of questions, or **Down** to move the question lower. The question can be removed from the questionnaire by clicking **Remove Question** and either a new or existing question can be added next to the highlighted question in the questionnaire. For each question, the types of answers required by the MPO can be selected. **Show Y/N Checkbox** is a toggle to include the yes or no checkbox for the highlighted question. The response area can also be toggled on or off for each question, and the



suggested response length can be selected from the dropdown menu. The suggested response length will change the size of the blank response box on the page, although if the MPO requires more space, the response box will automatically expand as necessary.

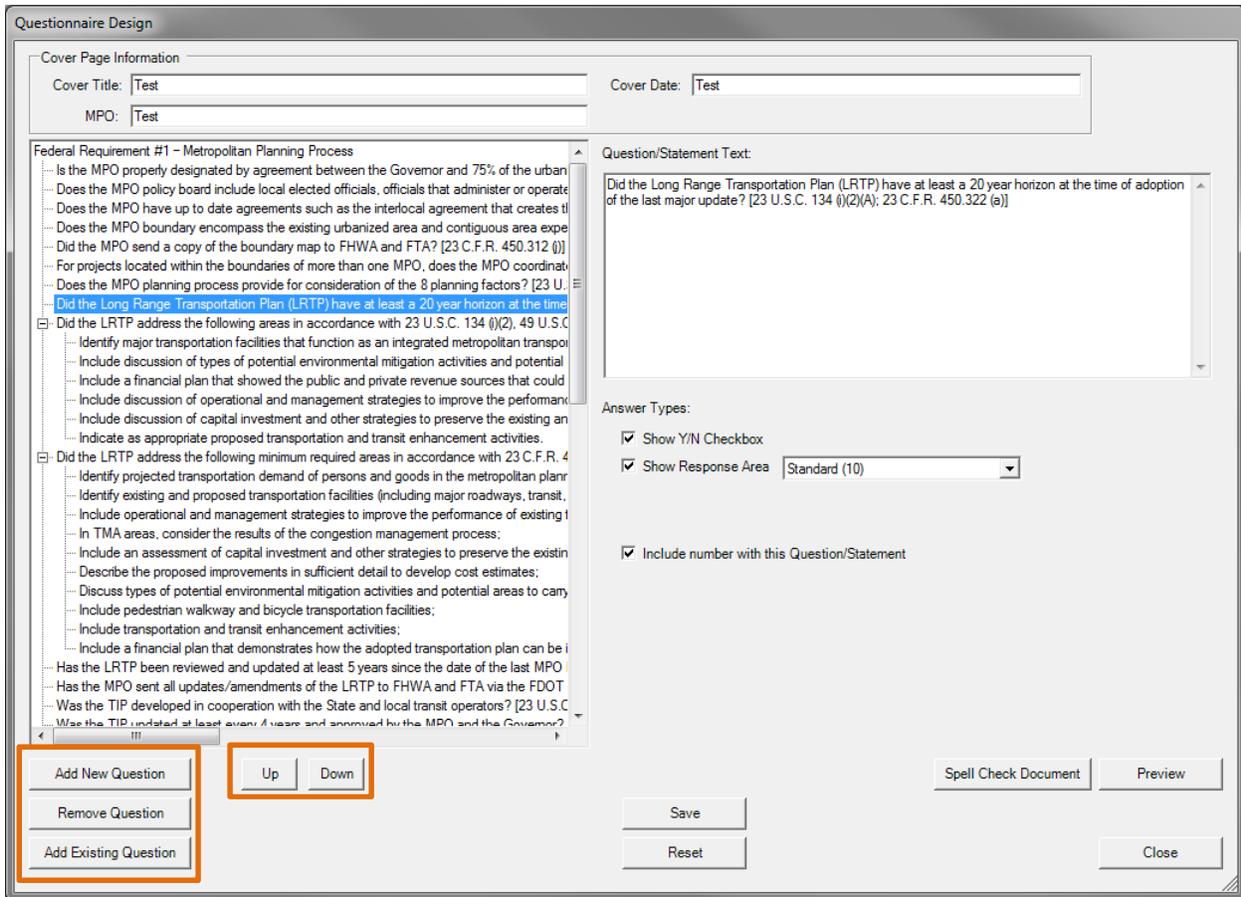


Figure 10: Questionnaire Design Screen

**Step 4 - Issue and print the questionnaire for delivery to the MPO:** After saving and closing the questionnaire design page, the user is taken back to the initial program screen shown in Figure 11. The questionnaire may be previewed at any time by selecting the **Preview** button. Previewing a questionnaire does not generate the questionnaire, so further changes can be made. Once the user is satisfied with the questionnaire, the questionnaire is finalized and locked by selecting the button **Generate Questionnaire**.



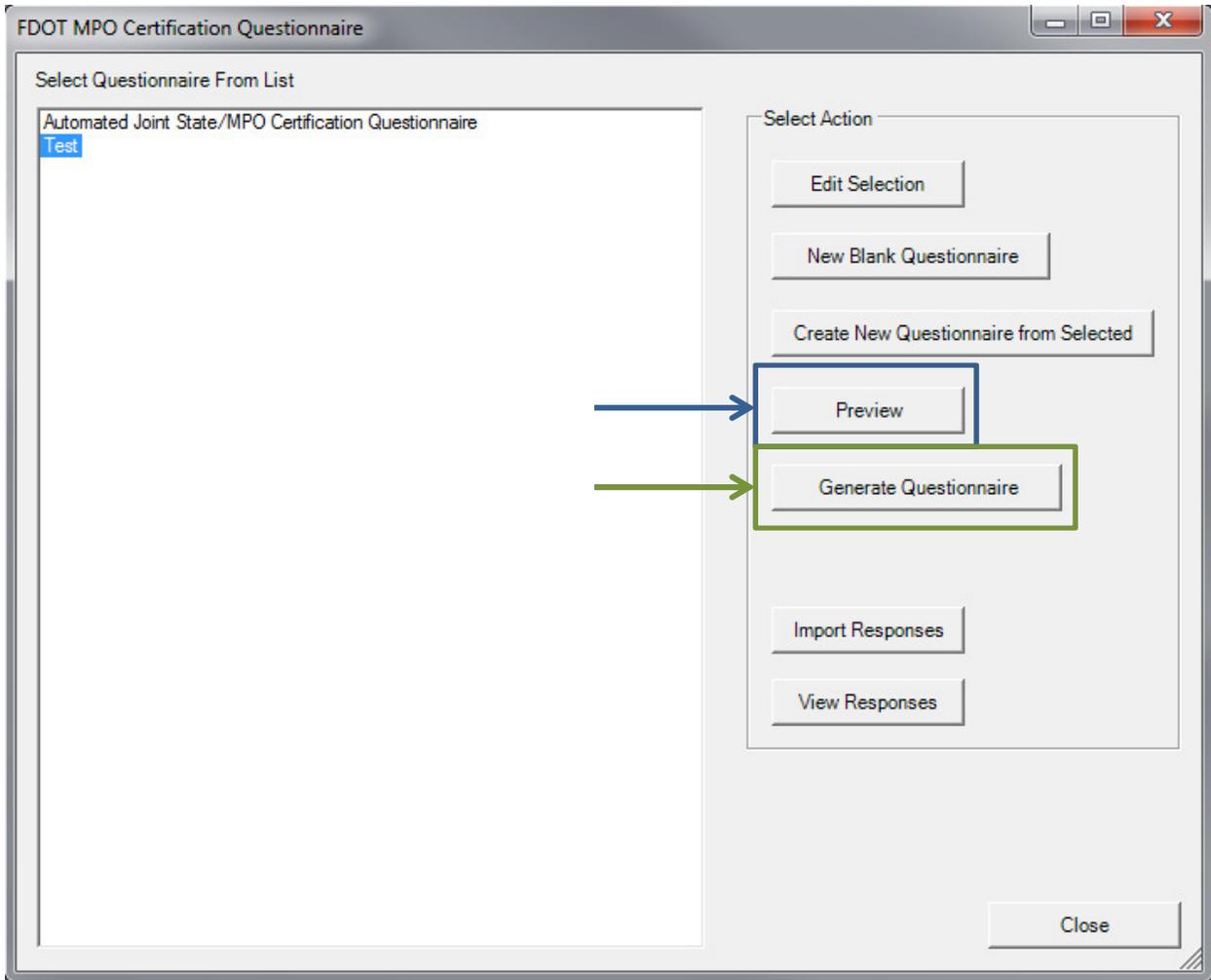


Figure 11: MPO Certification Program Main Screen

When the user selects the “Generate Questionnaire” button a pop-up window, shown in Figure 12, will prompt the user to confirm that the questionnaire is ready to be generated. Once the questionnaire is generated, it can no longer be edited. The user should select yes if the questionnaire is finalized.

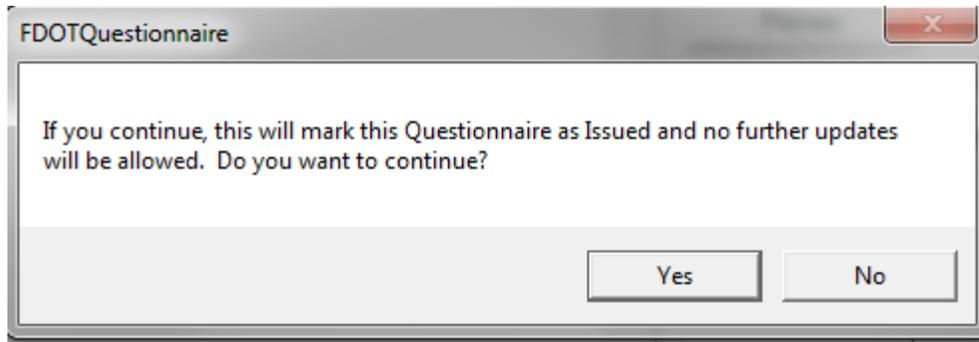


Figure 12: Questionnaire Issue Message



### Overview of Questionnaire

A sample page from the generated questionnaire is shown in Figure 13. For each of the Federal Requirements, live links are provided to each of the relevant sections of US Code through the Government Printing Office (GPO) website. These links allow the MPO or FDOT to quickly reference the specific language relating to the Federal Requirement. For each of the pre-loaded questions, the specific US Code is identified. The only portions of the questionnaire that can be changed are the questions and checkboxes, everything else is locked once the questionnaire has been generated and issued.

**FEDERAL REQUIREMENT #1 – METROPOLITAN PLANNING PROCESS**

Defined – Covers the majority of planning requirements that all MPOs must meet.

**FEDERAL REFERENCES**

**LIVE LINK!** Chapter 1 on Federal Aid Highways: Section 134 Metropolitan Transportation Planning (Title 23 USC Section 134)

**LIVE LINK!** Chapter 53 on Public Transportation: Section 5303 Metropolitan Transportation Planning (Title 49 USC Section 5303)

**LIVE LINK!** Chapter 1 on Federal Highway Administration, Department of Transportation: Part 450 Planning Assistance and Standards (Title 23 CFR Part 450)

[Ctrl-Click here to go to table of contents.](#)

**CERTIFICATION QUESTIONS – TYPE RESPONSES IN THE CORRESPONDING SPACES BELOW.**

1. Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the largest incorporated city, and in accordance with procedures set forth in state and local law? [23 U.S.C. 134 (d)(1)(A) and (B); 49 U.S.C. 5303 (c); 23 C.F.R. 450.310 (b)]

Yes  No

Please Provide Additional Information. (Box Expands)

3

Figure 13: Final Questionnaire – Sample Questionnaire Page

