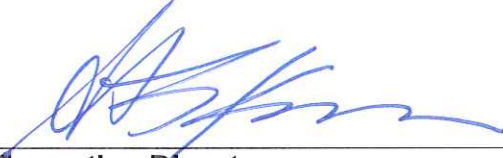


## Space Coast TPO Operating Manual

Procedure: PR-07-01

Title: Transportation Improvement Program (TIP)

Approval Signature:



TPO Executive Director

Approved: 6-27-2006
Revised: 3-19-2012
Review: March 2015

1. **Purpose.** Following the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), 23 U.S.C. 134(h), 23 C.F.R. 450 and subsection 339.175(6) and (8), F.S., the TPO is required to develop and adopt a five-year plan for projects that will be implemented using state or federal transportation funds. This plan is known as the Transportation Improvement Program (TIP) and includes projects in the current and four (4) subsequent fiscal years.
2. **Information Included.** To meet the minimum State and Federal requirements the TIP shall include the following information:
  - a. Project Descriptions. Financial Project Number, facility name, project limits, length, type of improvement or action, agency responsible.
  - b. Funding Summary. By year, implementation phase, estimated total project cost, fund type.
  - c. Long Range Transportation Plan status.
  - d. Key to abbreviations and fund codes.
  - e. Summary of changes in major project status from previous TIP.
  - f. Federal Obligations Report.

- g. Three-year Federal funding summary by fund type.
  - h. Local Government Projects.
  - i. An endorsement stating the date of official TPO approval.
  - j. Narrative describing the purpose and contents of the TIP.
3. **Development Schedule.** The development of the TIP is a 12 – 18 month process, with several State and Federal due dates for milestone events. The TPO may adjust the schedule as necessary to meet State and Federal deadlines.
- a. Solicitation of Projects. In late Spring of each year, the TPO shall solicit project requests for State and Federally funded projects from local governments and transportation agencies, according to the Project Priorities Procedure (See Procedure PR-07-02).
  - b. Prioritize Projects and Request Funding. By the date established by the Florida Department of Transportation (generally mid-September) of each year, the TPO shall adopt a list of Project Priorities for submission to the Florida Department of Transportation (FDOT) for funding consideration beginning in the next five (5) fiscal years.
  - c. Review of the FDOT Tentative Work Program and Local Government Projects.
    - i. In late Spring of each year, TPO staff shall review State and Federally funded projects proposed in the FDOT Tentative Work Program for the upcoming five (5) fiscal years. The Tentative Work Program is used to produce the Draft TIP for public review and consideration by the TPO and their advisory committees in mid-Summer (generally July) of each year.

- ii. Local Government projects shall be included in the draft TIP for public information only, as submitted by each agency. Publication of Local Government projects in the TPO's TIP will not guarantee implementation of these projects and the TPO has no jurisdiction over these projects.
- d. Public Review of the draft TIP. The public shall be given the opportunity to review and comment on the draft TIP for the upcoming five (5) fiscal years and the draft Project Priorities for consideration in the next five (5) fiscal years, prior to consideration by the TPO.
  - i. The TPO shall post the draft TIP on their web site no less than one (1) month prior to the regularly scheduled TPO Board meeting at which the draft TIP is being reviewed and shall provide contact information and an explanation of how to submit questions or comments regarding the draft TIP.
  - ii. The TPO shall send notice to interested parties via electronic mail, U.S. mail, or by advertising in local newspapers that the draft TIP is available for public review and shall provide contact information and an explanation of how to submit questions or comments regarding the draft TIP.
- e. The TPO shall conduct one or more "Transportation Open House(s)" each Summer to present to the public the current and proposed status of major transportation projects and to solicit questions and comments from the public regarding proposed Project Priorities. The draft TIP and Project Priorities shall be available for review and comment at the Open House(s).

- f. Adoption of the TIP. The TPO shall consider the draft TIP at their regularly scheduled meeting in July of each year and be formally adopted by roll call vote.
- 4. Amendment Procedures.** From time to time, the TIP may require amendments to add or delete projects, modify funding amounts or types, or to change the scope of a project. The TPO will work cooperatively with FDOT to process these amendments.
- a. Roll Forward Amendment. In order to comply with State of Florida budget procedures and schedule, it may be necessary for the TPO to amend the TIP to account for the “roll forward” of funds not expended in the prior fiscal year into the current fiscal year. This amendment typically occurs between August and October of each year.
  - b. Amendments to State and Federally Funded Projects. In order to meet State and Federal guidelines, the FDOT Work Program must exactly match the TPO’s TIP. From time to time throughout the year, FDOT may find it necessary to make adjustments to the adopted Five Year Work Program. These adjustments shall be submitted to the TPO for consideration, and if agreed upon by the TPO, shall be reflected in the TIP as amendments.
  - c. Amendments to Locally Funded Projects. Local governments may request amendments to the Locally Funded Projects section of the TIP at any time to reflect changes in their implementation schedule. Amendments to Locally Funded Projects do not require TPO review or approval and as such will be completed by TPO staff and forwarded to the TPO for information only.