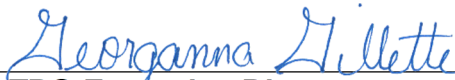


Space Coast TPO Procedure

Procedure: PR-07-01

Title: Project Priorities and Transportation Improvement Program (TIP)

Approval Signature:



TPO Executive Director

Approved: 6-27-2006

Revised: 1-8-2024

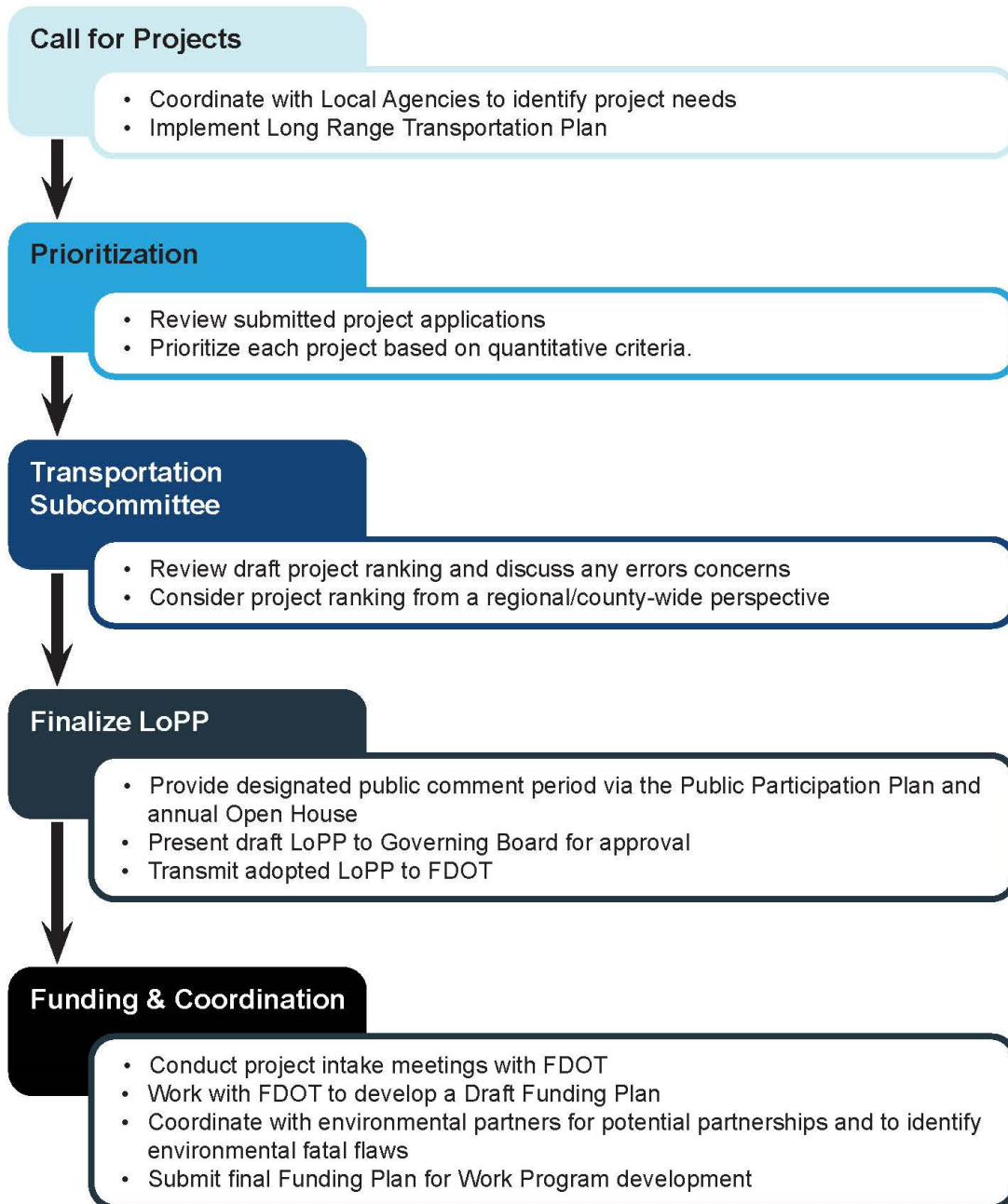
Purpose. In accordance with subsection 339.175(8)(a) and (b), F.S., the TPO is required to annually develop and adopt a List of Project Priorities (LOPP) for submittal to the Florida Department of Transportation (FDOT) for funding consideration. Upon selection of projects and creation of the prioritized list, the TPO is required to develop and adopt a five-year plan for projects that will be implemented using state or federal transportation funds following the provisions set forth in the Bipartisan Infrastructure Law (BIL)/Infrastructure Investment & Jobs Act (IIJA). This plan is known as the Transportation Improvement Program (TIP) and includes projects in the current and four (4) subsequent fiscal years. This procedure sets forth the activities necessary to develop an annual LOPP and adopt an annual TIP.

This procedure is divided into three sections:

- Section I. List of Project Priorities (LOPP) – Outlines process and procedures for soliciting, scoring and ranking projects.
- Section II. Funding Source Direction – Establishes guidelines for the Florida Department of Transportation and TPO to use when programming projects with various funding sources.
- Section III. Transportation Improvement Program – Process for development and adoption of TIP.

Section I. List of Project Priorities

The overall process for development of project priorities is provided in the figure below.



1. **Project Solicitation and Submission.** Annually, the TPO shall solicit project requests from local governments and transportation agencies, including Space Coast Area Transit, Melbourne Orlando International Airport, Titusville-Cocoa Airport Authority, Valkaria Airport, Canaveral Port Authority and Space Florida.
 - a. Local governments and transportation agencies are encouraged by the TPO to submit projects adopted by their Council, Commission or Board to ensure agency and public support for the requested projects.
 - b. All submitted projects must adhere to latest TPO and FDOT guidelines including submission of two separate project application forms, one for FDOT and one for the Space Coast TPO. These forms, along with supporting information for each new project request, will assist in the understanding and ranking projects. Supporting information may include:
 - i. A description of the project location, limits, type of requested improvement, scope for requested phase(s), proposed schedule, and project cost estimates.
 - ii. A purpose and need statement (congestion, safety, etc.) of the problem the project will address.
 - iii. A description of the history of the project, including prior studies or findings regarding the project, any planned transportation or land development projects that may affect the project and a summary of public comment heard on the project.
 - iv. Description of local government comprehensive plan or agency master plan support for the project.

- v. Other pertinent information deemed necessary by the TPO or state or federal oversight agencies.
- c. The Space Coast TPO staff shall annually provide resources via a Resource Guide of links to materials that may be used to complete the Space Coast TPO Application Form.

2. Project Screening and Draft Scores.

- a. To meet the minimum State and Federal requirements the following criteria shall be considered when developing the LOPP:
 - i. Project included in latest approved TPO Long Range Transportation Plan (LRTP).
 - ii. Included in Strategic Intermodal System Plan developed under subsection 339.64 F.S.
 - iii. Historic standing of projects within the priority list and prior funding commitments.
 - iv. Project readiness and ability for local jurisdiction to implement, if applicable. If submitting jurisdiction is not Local Agency Program certified by FDOT, will need to have a written agreement with a local agency that is certified and is willing to implement on behalf of submitting agency.
- b. Each project submitted will be screened and scored based on criteria established in support of TPO emphasis areas to include the following:
 - 1. Safety – Criteria based on latest safety metrics that may include: annual State of the System (SOS) Report, prepared annually to meet the requirements of the TPO’s adopted Congestion Management

System; Vision Zero High Injury Network or other safety data readily available.

- ii. Transportation and Land Use – Context classification and criteria related to project impact on surrounding area and how addresses and/or improves capacity, economic impacts, improving access to tourism areas and community connections.
- iii. Sustainability & Resiliency –Implementation of the adopted Transportation Resiliency Master Plan. Impacts on environment, sustainability and resiliency of infrastructure and transportation network.
- iv. Innovation – Support of implementing latest adopted TPO Intelligent Transportation System Master Plan. Use of innovative solutions, improvements to reliability of system via technology, etc.
- v. Multi-modal – Implementation of SCTPO Bicycle and Pedestrian Master Plan, trails and criteria that improves modal options including transit.

- c. Specific criteria for each of the above emphasis areas may be updated and modified as appropriate and as new data sources become available. TPO staff shall have the authority to recommend changes to the criteria and shall seek the endorsement from the Transportation Subcommittee prior to implementation.
3. **Draft Ranking of Projects.** TPO staff shall review applications and prepare a draft ranking of projects. Projects will be ranked from highest total score to lowest with projects only requesting construction phase funding, ranked first. Projects will be

ranked within the following categories; categories can be updated, added, or deleted as needed:

- i. Strategic Intermodal System (SIS)
 - ii. Regionally Significant
 - iii. Transportation Systems Management & Operations (TSM&O)
 - iv. Bicycle & Pedestrian
 - v. Shared-Use Nonmotorized (SUN) Trails
 - vi. Planning
4. **Environmental Review.** Annually, or as appropriate, the TPO shall engage with environmental stakeholders to identify potential challenges to projects that may result in adjusting timelines and budgetary considerations, potential partnerships, or prioritizing other alternatives. Coordinating at the earliest stage possible directly supports efforts to link transportation with land uses and developing a resilient transportation system.
5. **Committee Review.** The Transportation Subcommittee (TC) shall meet each year to review the status of the previous year's Priorities and to evaluate new project requests. The TC is composed of staff planners and engineers from all Brevard County local governments and modal agencies. The TC shall develop a recommendation for consideration by the Technical Advisory Committee, the Citizens Advisory Committee and the Governing Board.
- a. **Review of Draft Rankings.** The TC shall review the new draft priority rankings provided by staff and consider new projects and determine if to include in new priority list.

- b. Provide any recommendations for the Governing Board's consideration for Discretionary Ranking
 - c. TPO staff finalize the draft LOPP to include any changes to quantitative scores agreed upon by the TC and submit for public review and for the TAC, CAC, and Governing Board consideration and approval.
6. **Public Review.** The Transportation Subcommittee recommendations shall be presented to the public for comment at a Transportation Open House(s), or any TPO public meeting prior to consideration by the Technical Advisory Committee, Citizens Advisory Committee and TPO. Notification for the Open House(s) shall follow requirements of latest adopted Public Participation Plan.
7. **Adoption of Project Priorities.** The draft LOPP shall be presented to the TAC, CAC and Governing Board for approval on an annual basis. The Governing Board shall consider the rankings recommended by the TC, and public or committee's comments prior to approving and adopting the LOPP. Regardless of score or ranking received, the Governing Board shall have the authority to move any project and rank as desired by a majority of the TPO Board. Once adopted by the Governing Board, the approved LOPP shall be forwarded to FDOT for screening and consideration during the next Work Program development cycle.
8. **Amendments to Project Priorities.** In the event that a project needs to be revised (such as project limits), added or removed from the priority list prior to the next development cycle of a new LOPP, TPO staff shall process such revision and present revised LOPP to the TAC, CAC and Governing Board for consideration and approval. In the event of a time sensitive need to amend the LOPP, the TPO Executive Director shall have authority to approve amendment, however such

amendment shall be presented to Governing Board for ratification at the next available meeting.

Section II. Project Funding Source Direction

Projects included in the TPO's adopted Cost Feasible Long Range Transportation Plan are funded utilizing many types of funding sources, depending on the type of project to be implemented. Projects selected from the LRTP to be included in the LOPP are considered by the FDOT to move into the state's Work Program utilizing the various funds available. Following are guidelines for various funding sources and how certain funding sources shall be used to program the Space Coast TPO's priority projects.

1. Strategic Intermodal System projects should be funded utilizing SIS revenues.
2. Fund TPO Major Projects with DDR, DS and SA revenue
3. Surface Transportation Block Grant (STBG), known as SU funds should be utilized for TPO priorities first, specifically off-system projects . In accordance with 23 USC 133 (g)(4)(A), the Space Coast TPO shall select projects in consultation with the State.
 - a. Funding should first be allocated to projects already underway, prior to programming new projects.
 - b. Identification of Projects in annual LOPP. The TPO shall identify which projects on the adopted LOPP that it prefers FDOT to fund using SU funds.
 - c. Un-obligated, unanticipated or leftover project balances of SU funds. In the event the FDOT identifies unobligated SU funds during the year, or the availability of SU from other projects, the FDOT shall consult and receive

approval from the SCTPO Executive Director or designee prior to processing any changes to the Work Program using SU funding. The Executive Director shall also have authority to determine if such funding request needs TPO Board approval prior to granting permission to FDOT.

4. Transportation Alternatives (TA revenue). Transportation Alternative projects may be subject to alternate selection criteria. The Space Coast TPO's Bicycle, Pedestrian & Trails Advisory Committee (BPTAC) shall provide initial recommendations, in place of the Transportation Subcommittee, to the Technical Advisory Committee, Citizens Advisory Committee and Governing Board. Transportation Alternative projects may not be considered every year, based on the availability of Federal Transportation Alternative funds, and the request for TA Project applications from FDOT.
5. Fund other minor projects with discretionary resources that create no adverse effects on TPO priorities.
6. All creative funding opportunities should be considered, such as public/private partnerships, use of CIGP and TRIP sources should be used as appropriate with consultation with the SCTPO and its staff.

Section III. Transportation Improvement Program

1. **Information Included.** To meet the minimum state and federal requirements the Transportation Improvement Program (TIP) shall include the following information:
 - a. A legal endorsement stating the date of official TPO approval.
 - b. Narrative describing the purpose and contents of the TIP.
 - c. Financial Plan for project implementation

- d. Project Descriptions. Financial Project Number, facility name, termini, length, type of work, agency lead.
 - e. Funding Summary. By year, implementation phase, estimated total project cost, fund type.
 - f. Long Range Transportation Plan consistency and page number reference.
 - g. Key to abbreviations and fund codes.
 - h. Project Selection Process
 - i. Federal Obligations Report and FTA funded projects.
 - j. Performance Management Target achievement in narrative.
2. **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. Each year, the TPO shall solicit project requests for state and federally funded projects from local governments and transportation agencies, according to Section I of this procedure.
 - b. Prioritize Projects and Request Funding. By the date established by the Florida Department of Transportation, or as close to such date as possible, the TPO shall adopt a LOPP 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. Annually, 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 Governing Board and their advisory committees in mid-Summer (generally July) of each year.

- 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 Governing Board. Public participation shall follow the guidelines as identified in the TPO's adopted Public Participation Plan and include the following:
 - i. The TPO shall post the draft TIP on their web site at least 30 days prior to the regularly scheduled TPO Board meeting at which the draft TIP is being reviewed and considered for adoption 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, social media, and posting on TPO website 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 year 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 LOPP shall be

available for review and comment in accordance with latest Public Participation Plan requirements.

- 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.

3. Amendment Procedures. 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 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 Governing Board for consideration, and if agreed upon by the TPO, shall be reflected in the TIP as amendments.
- c. Public Review of Amendments. In the event that the TIP requires an amendment, notice of such amendment shall be posted at least seven (7) days prior to Governing Board meeting date in which the Board will consider the amendment for approval. All Amendments shall be approved via roll call vote.