

## Space Coast TPO Operating Manual

Procedure: PR-07-02

Title: Project Priorities

Approval Signature:



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TPO Executive Director

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1. **Purpose.** In accordance with subsection 339.175(8), F.S., the TPO is required to annually develop and adopt a list of Project Priorities for submittal to the Florida Department of Transportation (FDOT) for funding consideration.
2. **Solicitation of Project Requests.** Each spring, the TPO shall solicit project requests from local governments and transportation agencies, including Space Coast Area Transit, the Melbourne Airport Authority, the Titusville-Cocoa Airport Authority, the Canaveral Port Authority, Space Florida, Valkaria Airport and the School Board.
  - a. Local governments and transportation agencies are encouraged by the TPO to have the requests adopted by their Council, Commission or Board to ensure agency and public support for the requested projects.
  - b. The TPO shall request supporting information for each project request that will assist in understanding and ranking projects. The supporting information may include:
    - i. A description of the project location, limits, requested improvement and requested implementation phase(s).

- ii. A description of the type and nature (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.

3. **Project Selection Criteria.**

- a. To meet the minimum State and Federal requirements the following criteria shall be considered when developing the Project Priorities list:
  - i. The approved TPO Long Range Transportation Plan (LRTP)
  - ii. The Strategic Intermodal System (SIS) Plan developed under subsection 339.64 F.S.
  - iii. The results of the TPO's Transportation Management Systems
  - iv. The TPO's Public Involvement Procedures
- b. The TPO may also consider the following when developing the Project Priorities List:
  - i. The results of the annual State of the System (SOS) Report, prepared annually to meet the requirements of the Congestion Management System adopted in 1997.
  - ii. Hurricane and other emergency evacuation needs.
  - iii. Crash history and public safety.

- iv. Regional connectivity.
  - v. Current and future traffic volumes and level of service standards.
  - vi. The historic standing of projects within the Priority List and prior funding commitments.
4. **Committee Review.** The Growth Management Subcommittee (GMSC) shall meet each summer to review the status of the previous year's Priorities and to evaluate new project requests. The GMSC is composed of staff planners and engineers from all Brevard County local governments. The GMSC shall consider the selection criteria in Section 3. (above) and shall develop a recommendation for consideration by the Technical Advisory Committee, the Citizens Advisory Committee and the TPO.
5. **Public Review.** Growth Management Subcommittee recommendations shall be presented to the public for comment at a Transportation Open House(s), prior to consideration by the Technical Advisory Committee, Citizens Advisory Committee and TPO. Notification for the Open House(s) shall occur as outlined in Section 3.d. of Procedure PR-07-01: Transportation Improvement Program.
6. **Organization.** The Project Priority List shall be organized to reflect anticipated state and federal funding sources. This shall ensure that projects are considered for funding using sources appropriate to their scope, location and jurisdiction.
- a. Capacity and other major Projects shall be prioritized according to funding sources appropriate to each project.
  - b. Candidate Projects. The TPO shall maintain an unprioritized list of projects that have been requested by local governments or transportation agencies that are not ready to be considered for implementation.

- c. Traffic Operations. The TPO shall consider Traffic Operations projects separately from other projects. Operations projects may be subject to alternate selection criteria. The Transportation Systems Management and Operations Committee shall provide initial recommendations, in place of the Growth Management Subcommittee, to the Technical Advisory Committee, Citizens Advisory Committee and TPO. Traffic Operations projects may not be considered every year, and may be implemented using funds set-aside by the TPO specifically for their implementation.
  - d. Transportation Enhancements. The TPO shall consider Transportation Enhancement projects separately from other projects. Enhancement projects may be subject to alternate selection criteria. The Bicycle, Pedestrian & Trails Advisory Committee (BPTAC) shall provide initial recommendations, in place of the Growth Management Subcommittee, to the Technical Advisory Committee, Citizens Advisory Committee and TPO. Transportation Enhancement projects may not be considered every year, based on the availability of Federal Enhancement Funds, and the request for Enhancement Project applications from FDOT.
7. **Submission to FDOT.** The TPO Board shall adopt the annual Project Priorities List by roll call vote. TPO staff shall forward the adopted Project Priorities List to FDOT for funding consideration during the development of the next Five Year Work Program. In addition to the adopted list, staff shall provide FDOT with supporting documentation and Scope Reports for projects not previously included in the Priority List, or for projects with significant change in scope from previous submittals.