

January 2023

Partnering with FDOT:

A Resource Guide for Local Governments

THIS RESOURCE GUIDE:

- Provides guidance to local governments on how to partner with the FDOT
- Provides an overview of transportation planning and programming
- Provides insight on how FDOT can assist with advancing and completing local priority projects
- Describes the FDOT funding programs and eligible project types



1. FDOT
Overview

2. Transportation
Planning & Programming

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KEY DISTRICT CONTACTS

Click on the link below to be directed

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[DISTRICT 2](#)

[DISTRICT 3](#)

[DISTRICT 4](#)

[DISTRICT 5](#)

[DISTRICT 6](#)

[DISTRICT 7](#)

[FLORIDA'S TURNPIKE](#)



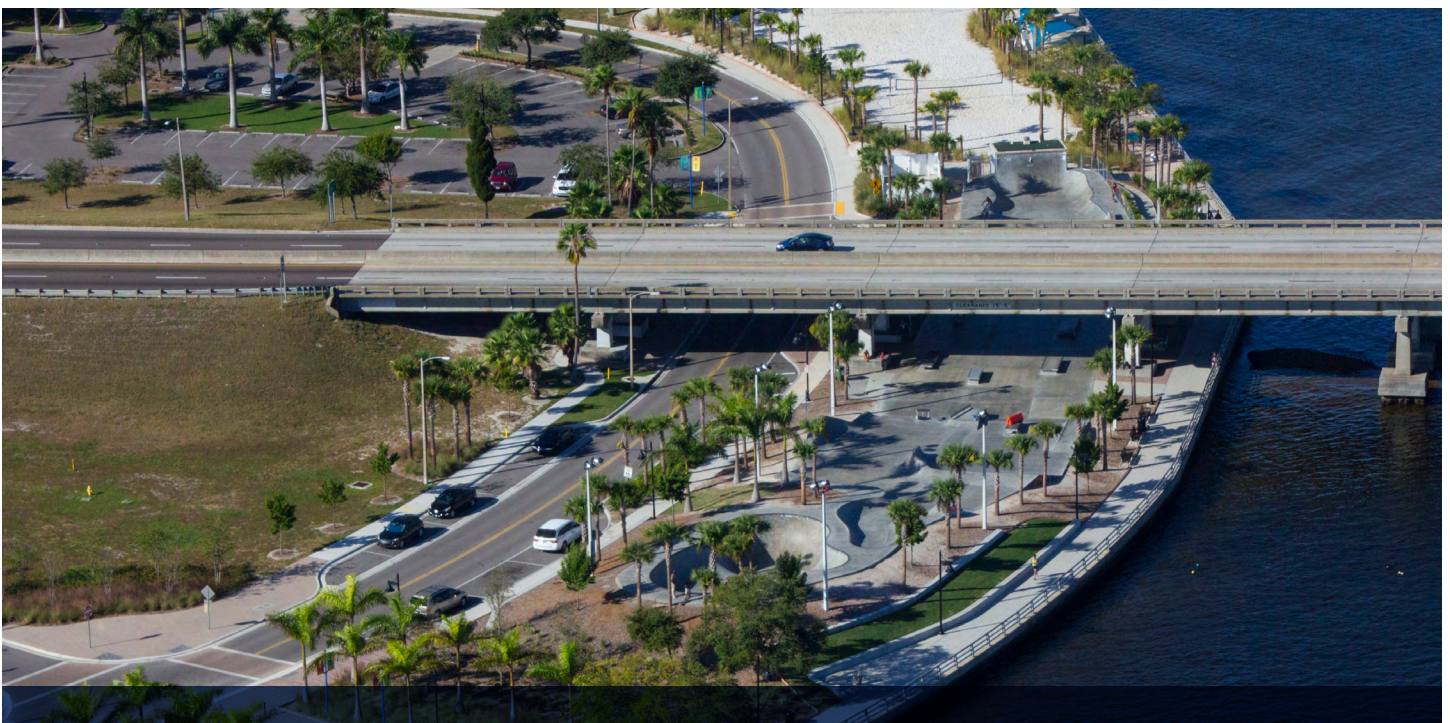
INTRODUCTION

This Resource Guide for Local Governments (or Resource Guide) provides information for local governments to effectively partner with the Florida Department of Transportation (FDOT) to plan, design, and construct safe and efficient transportation facilities. Through collaboration, the FDOT and Florida's communities can develop a transportation system that better coordinates land uses and transportation infrastructure at the local and regional level. Collaboration and coordination are essential for working together to grow Florida's economy, protect our natural resources, and nourish our communities.

Florida's communities identify transportation infrastructure needs and priorities through planning initiatives such as local visioning efforts, comprehensive plans, long range transportation plans, and mode-specific plans. By partnering early and consistently, the FDOT and local governments can advance local transportation initiatives in a unified effort, resulting in a more efficient project delivery process, maximizing limited funding, and enhancing Florida's communities.

This Resource Guide provides an overview of the FDOT by identifying key offices and roles and summarizing Florida's transportation planning, programming, and project delivery processes. In addition, the Resource Guide describes the project development cycle and phases, including typical timeframes, and the appropriate District staff to contact for support. The Resource Guide for Local Governments also discusses key federal and state transportation funding sources, including direction regarding project eligibility.

Continuous collaboration during the transportation planning, programming, and project delivery processes builds stronger partnerships that result in more efficient and effective implementation of transportation projects to meet local needs. Partnerships and collaboration also support the integration of land use and transportation at the regional level.



1 FDOT OVERVIEW

FDOT Mission and Vision

Our Mission

The FDOT will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

In order to achieve FDOT's mission, the Department priorities include improving safety, enhancing mobility, and inspiring innovation. These core areas are at the forefront of everything FDOT does while serving the residents and visitors of Florida.

Subject Briefs

FDOT maintains diverse policies, initiatives, and technical assistance materials. Many current topics are discussed in subject briefs.

<https://www.fdot.gov/planning/policy/documents.shtml>

Our Vision

As one FDOT team, we serve the people of Florida by providing a transportation network that is well planned, supports economic growth, and has the goal of being congestion and fatality free.

Our Values



ONE FDOT

We are one agency, one team.



INTEGRITY

We always do what is right.



RESPECT

We value diversity, talent and ideas.



COMMITMENT

We do what we say we are going to do.



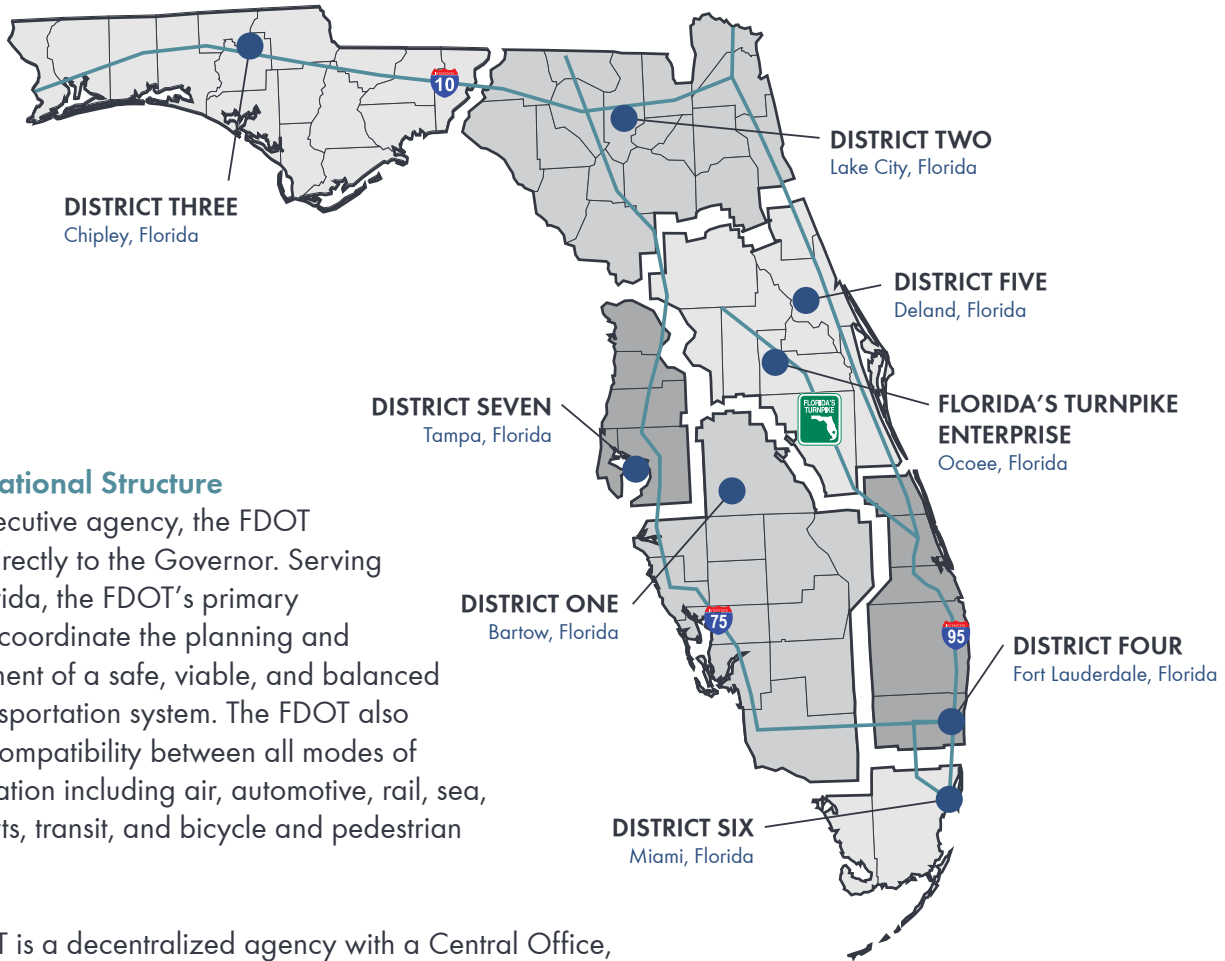
TRUST

We are open and fair.



CUSTOMER DRIVEN

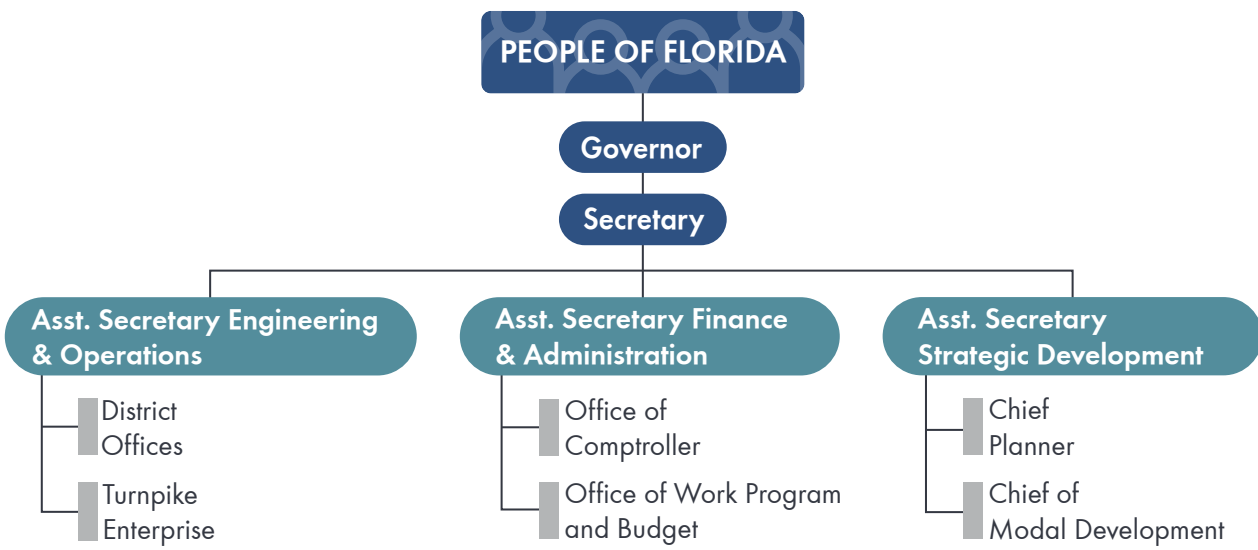
We listen to our customers.



Organizational Structure

As an executive agency, the FDOT reports directly to the Governor. Serving all of Florida, the FDOT's primary role is to coordinate the planning and development of a safe, viable, and balanced state transportation system. The FDOT also ensures compatibility between all modes of transportation including air, automotive, rail, sea, spaceports, transit, and bicycle and pedestrian facilities.

The FDOT is a decentralized agency with a Central Office, seven Districts, and Florida's Turnpike Enterprise, per Section 20.23, Florida Statutes. The Secretary oversees the FDOT, with a District Secretary managing each District and an Executive Director overseeing Florida's Turnpike Enterprise. Central Office establishes policies, rules, procedures, and standards to support a consistent statewide approach across the FDOT. Each District has major divisions for Administration, Planning, Production, and Operations and has a Public Information Officer that reports to the District Secretary and a District Chief Counsel that reports to the FDOT General Counsel at Central Office. For more information visit: <https://www.fdot.gov/agencyresources/organization.shtm>.



2 TRANSPORTATION PLANNING & PROGRAMMING

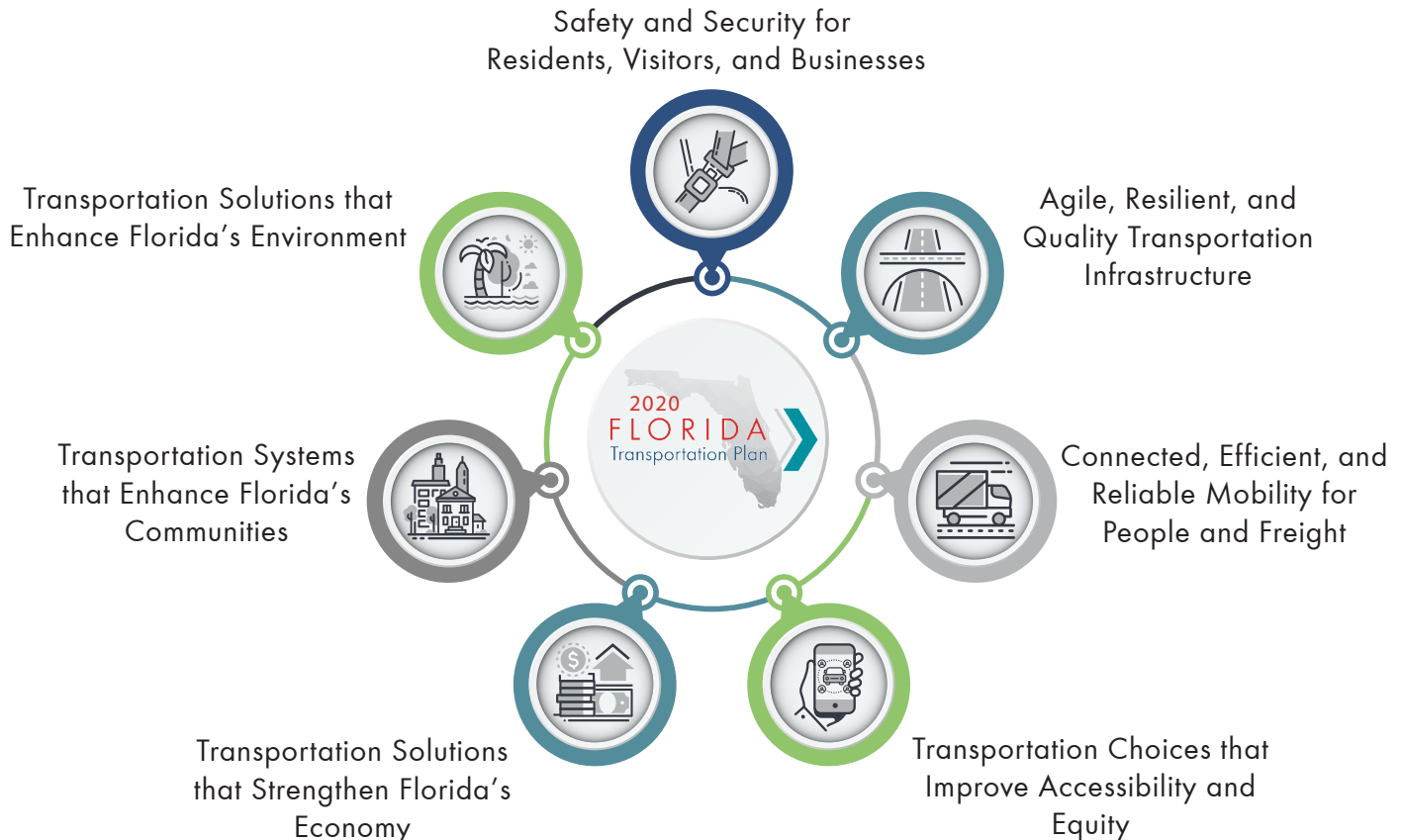
The Florida Transportation Plan

Per [Section 339.155](#), Florida Statutes, and [23 CFR 450.216](#), the FDOT develops and regularly updates the Florida Transportation Plan (FTP) in conjunction with transportation planning, modal, environmental, and business partners. A plan for ALL of Florida, the FTP guides Florida's transportation future by providing direction to all organizations that are involved in the planning and managing of Florida's transportation system, including statewide, regional, and local partners.

The FTP is the FDOT's overarching long range plan informing the development of statewide plans and programs, such as mode-specific plans, the Strategic Highway Safety Plan (SHSP), and the Strategic Intermodal System (SIS) Policy Plan. These plans are described later in this Resource Guide in the **Transportation Funding** component on page 5-2. Visit www.floridatransportationplan.com to learn about the current goals and strategies driving Florida's transportation future.

Modes include any of the following means of moving people or goods: aviation, bicycle, highway, paratransit, pedestrian, pipeline, rail (commuter, intercity passenger and freight), transit, space, and water.

Modal partners operate and manage the modes.

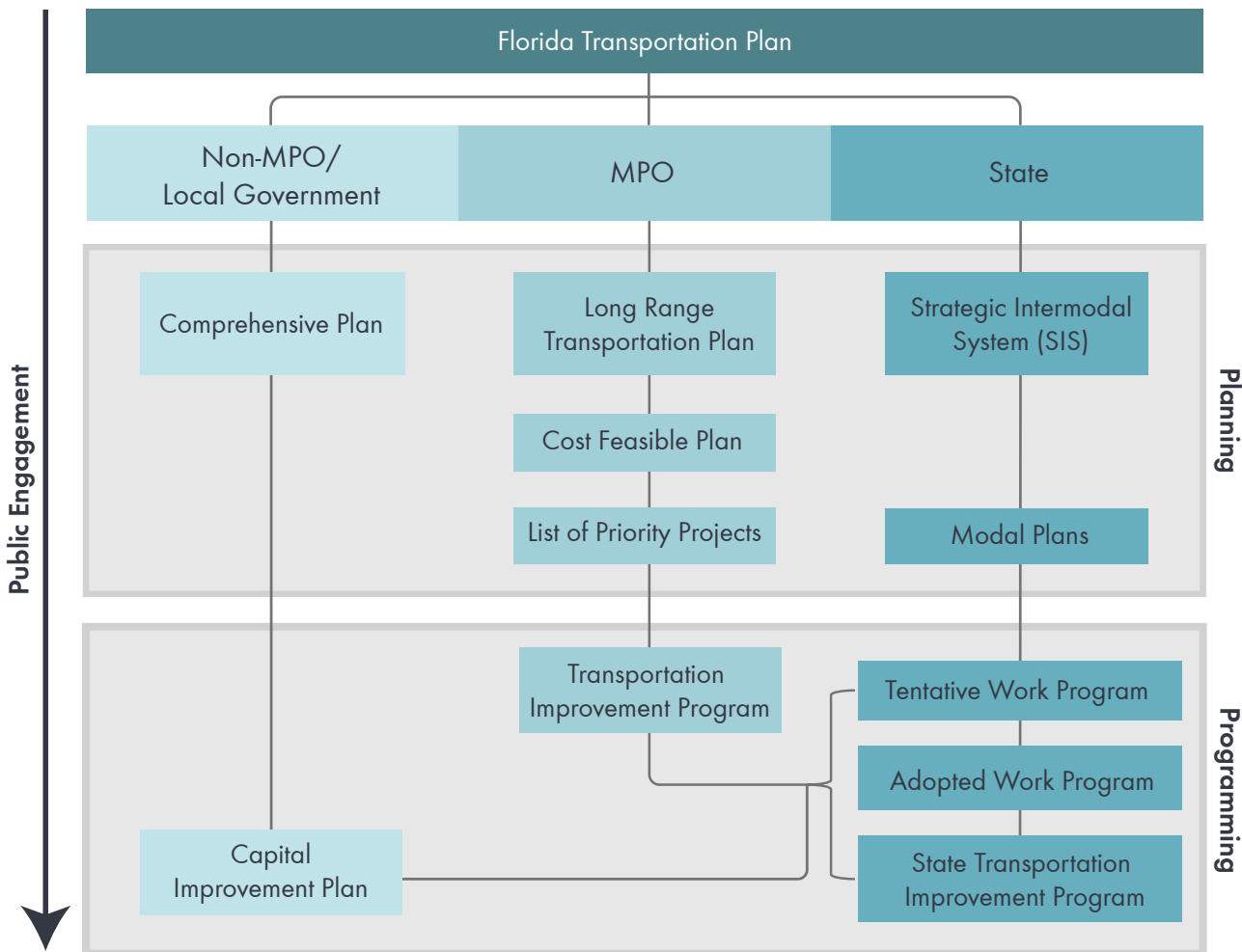


Local Government Role

Local governments, Metropolitan Planning Organizations (MPOs), and the FDOT have distinct, yet complementary roles in Florida’s transportation planning and programming processes. MPOs and local governments **prioritize** projects, while the FDOT **programs** or budgets projects.

Documenting that a project is a local need and priority should begin as early as possible. It is important for a community’s comprehensive plan and capital improvements plan (CIP) to reflect its transportation needs and priorities. In MPO areas, transportation needs are also prioritized through the MPO’s Long Range Transportation Plan (LRTP), which contains a cost feasible plan (CFP) component. The highest priority, near-term needs are identified through the List of Priority Projects (LOPP), which feeds projects into the FDOT Work Program, the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP).

FDOT, MPOs, and Local Governments Roles in Transportation Planning and Programming



Section 163.3161, Florida Statutes, recognizes the role of local government in land use decisions and directs local governments to establish and implement comprehensive planning programs to guide and manage future growth and development. The statutes require that local government comprehensive plans provide the policy foundation for local planning and land use decisions through the requirement of certain elements including the capital improvements element, future land use element, transportation element, and intergovernmental coordination element.

Comprehensive planning is intended to facilitate the adequate and efficient provision of transportation within local government jurisdictions. Although each element has a role in identifying the vision of a county or municipality, it is the capital improvements element that local governments can utilize to effectively articulate their transportation needs to other agencies and the State. **The capital improvements plan (CIP), the foundation of the element, is a key communication tool for a local government to ensure their projects are considered in regional and state funding plans.** Pursuant to Section 163.3177(3)(a), Florida Statutes, the capital improvements element must include:

- » A schedule of capital improvements which includes any publicly funded projects of federal, state, or local government. Projects necessary to ensure that any adopted level-of-service standards are achieved and maintained for the 5-year period and must be identified as either funded or unfunded and given a level of priority for funding.
- » The schedule must include transportation improvements included in the MPO's Transportation Improvement Program (TIP), if applicable. The schedule must also be coordinated with the MPO's Long Range Transportation Plan (LRTP), if applicable.

Regional and Local Planning in Florida

Metropolitan Planning Organization Role

As outlined in 23 CFR 450.310, MPOs are federally-mandated and federally-funded transportation policy-making organizations that serve urbanized areas with a population of 50,000 or more. There are 27 MPOs in the State of Florida, each with its own geographical boundary and board of voting members. MPO boards are made up of representatives from local government and governmental transportation authorities. An MPO planning area can include one county, multiple counties, or even urbanized areas that do not encompass an entire county. It's also important to note that not all counties are within an MPO planning area (see **Non-Metropolitan Planning Areas**). MPOs are also known in some areas of the State as Transportation Planning Agencies (TPA) or Transportation Planning Organizations (TPO).

LRTP

Section 339.175, Florida Statutes, and 23 USC 134 (h) and (i) require each MPO to generate a **Long Range Transportation Plan (LRTP)** with the intent to encourage and promote the safe and efficient management, operation and development of a cost feasible intermodal transportation system. LRTPs are fiscally constrained based on revenue projections.

CFP

As part of the LRTP, the MPO adopts a **cost feasible plan** that summarizes the cost estimate of identified needs and demonstrates fiscal constraint, meaning the plan shows that projects can be implemented using committed, available, and reasonably expected to be available sources. The MPO also sets priorities for the order of funding each of the projects in the LRTP.

LOPP

Using the prioritization process outlined in the LRTP, each year the MPO submits a **List of Priority Projects (LOPP)** to the FDOT to support the development of the FDOT's Tentative Work Program (TWP) and the MPO's Transportation Improvement Program (TIP).

TIP

The **Transportation Improvement Program (TIP)** is a prioritized listing/program of transportation projects covering a five year period (with the fifth year included for illustrative purposes) that must be consistent with the LRTP and the FTP. This process may be different from the LOPP prioritization process.

STIP

Once the Tentative Work Program and TIP are adopted, the FDOT develops the **Statewide Transportation Improvement Program (STIP)** in coordination with the MPOs and federal partners. The STIP is a federally mandated document that must include a listing of all projects planned with federal participation in the next four fiscal years. The LOPP, TIP, and STIP are updated annually.

UPWP

23 CFR 450.308)(b) requires MPOs to develop a **Unified Planning Work Program (UPWP)** to identify the planning priorities and activities to be carried out within a metropolitan planning area.

Non-Metropolitan Planning Areas

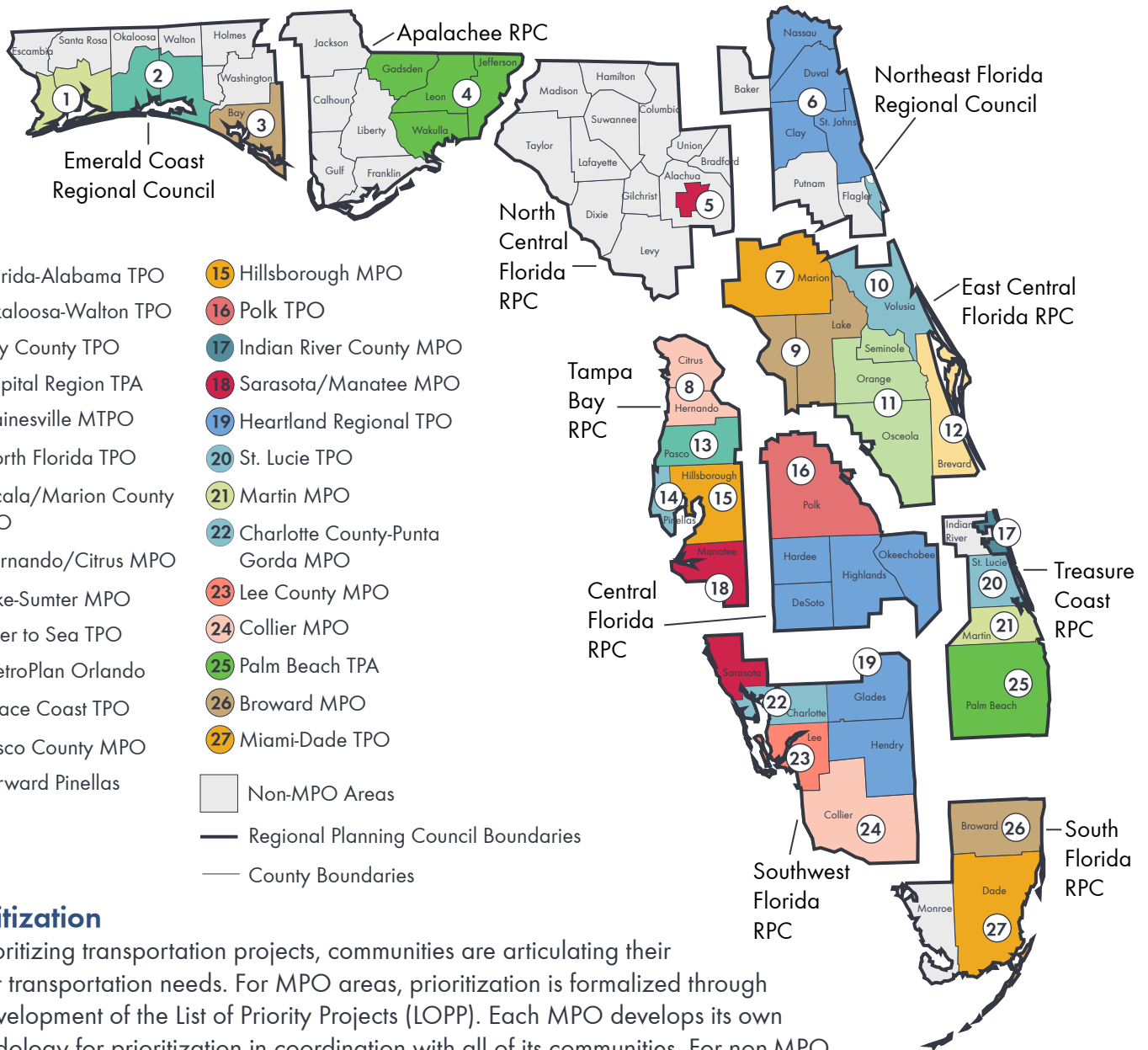
A non-metropolitan planning area is usually characterized as a county with a population of 50,000 or less. In areas where an MPO is not established, the FDOT works directly with local governments and elected officials using the processes detailed in the report, *A Review of Florida's Non-Metropolitan Transportation Planning Process*, which can be found at www.fdot.gov/planning/policy/ruralsupport.

Local elected officials from non-MPO areas provide the District Offices with transportation project priorities based on the **capital improvements plan** and comprehensive plan **capital improvements element** every fiscal year. These priorities are included, to the maximum extent feasible, in the District Work Programs. Since there is no LRTP or TIP, it is essential for the local government project priorities to be included in the local comprehensive plan's CIP.

Regional Planning Councils

Section 186.504, Florida Statutes, designates the creation of regional planning councils (RPCs). RPCs support intergovernmental coordination and provide technical planning assistance to local governments. As such, RPCs sometimes complete transportation planning projects and processes for both non-MPO and MPO counties. RPCs have entered into Intergovernmental Coordination and Review (ICAR) agreements with the FDOT to facilitate transportation planning within rural areas. RPCs play a key role for some MPOs, sometimes acting as the government body to host the MPO.

There are over two dozen counties (or portions of counties) that are not within the boundaries of an MPO. Of Florida's ten RPCs, eight have rural areas within their boundaries, and sometimes RPCs serve as liaisons between the District Office and rural communities. RPCs coordinate meetings with county staff and local elected officials to assist in the distribution of information and updates on transportation projects. They also help gather timely input on the FDOT Work Program and other activities. RPC staff can work directly with county staff and rural municipalities in the region to determine the transportation needs for each county.



Prioritization

By prioritizing transportation projects, communities are articulating their current transportation needs. For MPO areas, prioritization is formalized through the development of the List of Priority Projects (LOPP). Each MPO develops its own methodology for prioritization in coordination with all of its communities. For non-MPO areas, the FDOT works directly with local elected officials to determine priority projects.

Public Involvement

The FDOT, MPOs, and local governments aim to achieve optimum engagement of the public when developing major plans and projects. Public input is solicited before the planning process begins and continues throughout the project development process to include affected and interested stakeholders in providing transportation solutions. The primary goals of public engagement are to:

IDENTIFY

Identify the affected and interested populations to ensure an inclusive process.

INVITE

Invite the public early and often to participate in the plan or project.

INFORM

Provide accessible information to help the public understand the plan or project.

INVOLVE

Provide multiple methods and opportunities for the public to have input into the plan or project.

IMPROVE

Measure the effectiveness of the public involvement activities and incorporate lessons learned.

Public engagement opportunities for transportation plans and projects are offered through a wide range of methods, including but not limited to, board and advisory committees, public meetings and workshops, outreach to community organizations, continuous public comment opportunities, news releases, surveys, e-blasts, and social media. Public engagement starts during the planning and programming processes and continues through project development and delivery by the use of Public Involvement Plans (PIP) and Community Awareness Plans (CAP), which are discussed later in the **Resource Guide** in the **Transportation Project Development** component on page **4-2**. Visit www.fdot.gov/planning/policy/publicinvolvement to learn more about the FDOT’s approach to public engagement.

Reminder:

The only way your project will make it into the FDOT Work Program is if the FDOT knows about it through documented public engagement, project prioritization, and close collaboration with the FDOT District Office.

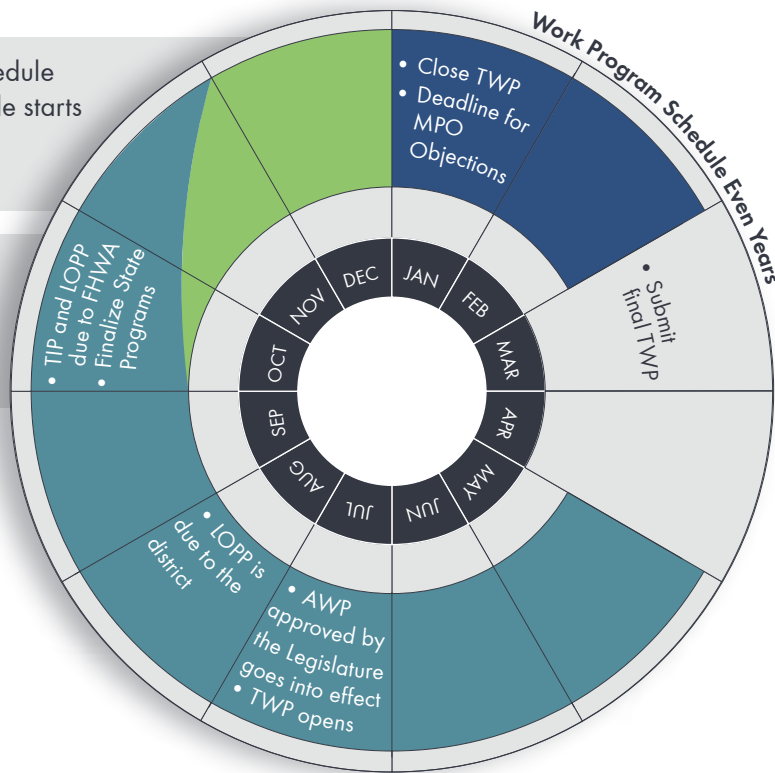
How FDOT Programs Projects

Section 339.135, Florida Statutes, authorizes and sets the guidelines for the FDOT to develop a Work Program annually. The Central Office and District Offices work together to develop and adopt the State Transportation 5-Year Work Program (the Work Program), a listing of all transportation projects planned by the FDOT for the following five fiscal years. The District Offices each develop a District Work Program that Central Office combines into the Tentative Work Program (TWP). Each year, the new TWP provides an update of the first four years of the existing Adopted Work Program and adds project programming for the new fifth year. For example, a TWP being developed in the fiscal year beginning July 1, 2020 is for the next five fiscal years starting in 2021. The TWP is presented to the Secretary, the Executive Office of the Governor, the legislative appropriations committees, and the Department of Economic Opportunity no later than 14 days after the regular legislative session begins. The TWP is amended by the General Appropriations Act and any other applicable appropriations. Once the FDOT adopts the TWP, it is referred to as the Adopted Work Program (AWP).

The Work Program Cycle aligns with the schedule for Legislative Session. In even years, the cycle starts earlier than in odd years, as the Legislature convenes in January instead of March.

The State Fiscal Year runs from July 1 to June 30, which differs from the Federal and most local fiscal years that run from October 1 to September 30.

- TWP due no later than 14 days after legislative session begins
- Project applications solicited by FDOT for new 5th year
- Public Hearings for the TWP



3 TRANSPORTATION PRACTICES

Florida's communities and the Florida Department of Transportation implement various planning practices to support transportation planning, project development, and delivery. Local communities often use visioning to develop consensus on a shared vision for the future. The FDOT, Metropolitan Planning Organizations (MPOs), or local governments may conduct feasibility studies during the planning process to better understand project complexities and begin to develop project alternatives. The FDOT and transportation partners may conduct multimodal planning to provide safe and efficient facilities for various types of transportation throughout a transportation network. The FDOT implements context classification to support putting the right street in the right place based on local community characteristics.

Visioning

Through visioning, the public and elected officials of a community can define a common future, typically establishing a shared purpose, core values, and vision statement. Visioning is a useful step in the comprehensive planning process, but it may also occur independently. Visioning requires early and continuous public involvement in the planning process. **Typically, the FDOT prefers documented public outreach and formal adoption by elected officials of a common vision before funding is committed to a transportation project.**



Community and Comprehensive Plan Visioning: A community conducts visioning at the beginning of the comprehensive planning process to establish consensus on the community's shared vision for the future, informing the development of goals, objectives, and policies/procedures in the local comprehensive plan. This also includes the development of the capital improvements plan and capital improvements element, which identify local transportation needs.

At times, and sometimes outside of the comprehensive planning process, local planners may organize community meetings to develop a shared vision that results in an action plan or projects. These action plans or projects define future desired community characteristics along with implementation steps and responsibilities. The community may use the shared vision to update the local comprehensive plan at a later date.

Other Visioning: More focused planning efforts may include visioning, such as the development of a downtown revitalization plan or corridor plan. These types of planning activities include a documented, widespread public outreach and involvement effort.

Feasibility Studies

During the Planning phase of the project development process, the FDOT, a local government, or MPO may conduct a feasibility study to evaluate aspects of a transportation project and understand the constructability of a project concept. This allows for early identification of project complexities that could be minimized, avoided, or mitigated throughout the project development process. This will be discussed later in the **Resource Guide** in the **Transportation Project Development** component on page 4-1.

These studies rely on transportation, land use, safety, public and agency involvement, and other planning data as primary sources of information to establish the range of alternatives. These studies may also inform the development of the scope of work for Project Development and Environment (PD&E) studies in the next phase of the project development process. Project alternatives begin to be developed and may be incorporated into the Environmental Documents.

For example, a feasibility study can be conducted to better determine the possibility of providing a multi-use bicycle trail. The general objective of the study is to compare viable options for providing the transportation improvement. The study effort involves the development of a feasible alignment within the “most probable” option, including more accurate estimates of the project costs and impacts, which is typically documented in a subsequent Concept Master Plan.



Bicycle and Pedestrian Planning

In MPO and non-MPO areas, MPOs and local governments can develop their own bicycle and pedestrians plans that focus specifically on these modes. These types of plans can be master plans, area-specific plans, or in some cases, policy-based. The MPO or local government may partner and coordinate with FDOT for these plans.



Multimodal Planning

Multimodal transportation planning considers the larger transportation network and develops solutions to provide a full range of transportation options. Multimodal solutions can provide safe and efficient facilities for all types of transportation including vehicles, pedestrians, bicycles, freight, and transit. Multimodal projects require both land development and transportation elements to be coordinated and designed together. The FDOT and transportation partners conduct multimodal planning to further define the problem and identify the purpose and need, modes to be served, evaluation criteria to be used, and the range of alternatives to be compared. The typical outcomes of multimodal planning studies include transportation improvements, land use strategies, or a combination of the two. Transportation solutions can include capital projects, operational improvements, and maintenance improvements for the different types of transportation. Land use strategies may include changes to land use policies and regulations or detailed land use plans among other approaches.

In most instances, projects for modes such as aviation, rail, seaports, and spaceports are identified through the development of a mode or facility specific master plan. Within these master plans, a Capital Improvements Program (CIP) is developed that defines the capital projects needed. These projects should then be incorporated within local and regional planning documents to ensure consistency across different modes. For example, airports in Florida develop an airport master plan every five years. These master plans could include a number of different recommendations in the CIP, including runway improvements or access road upgrades. These projects would then be included in the local government comprehensive plan (or MPO LRTP, if applicable) to ensure they are compatible with other planned transportation improvements and then programmed for funding with the FDOT District Office as well as with the airport sponsor. Additional funding sources are available for modal projects, these are described later in this Resource Guide in the **Modal Funding Programs** component on page 5-2.

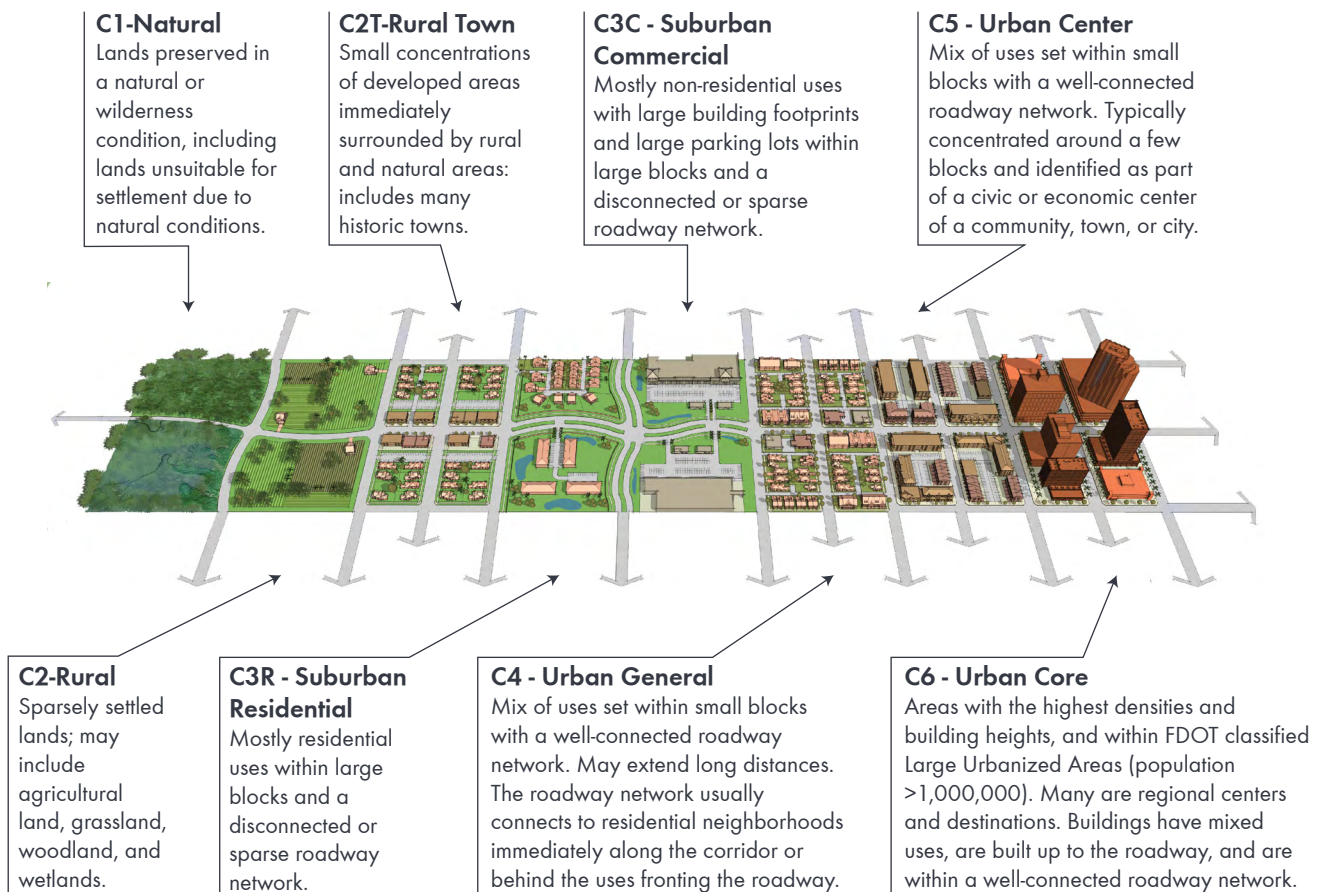


Context Classification

The FDOT adopted the Complete Streets Policy in 2014 to promote safety, quality of life, and economic development in Florida. Complete Streets is not a specific type of project, but an approach to ensure projects are based on their context, or place in the local community. The FDOT utilizes a context-sensitive system comprising eight context classifications. The context classification of a roadway, together with its transportation characteristics, provides information about who the users are along the roadway, the regional and local travel demand of the roadway, and the challenges and opportunities of each roadway user. This information helps determine key design criteria such as design speed and bicycle and pedestrian facility options. As the FDOT confirms the context classification at the beginning of each project phase, including planning, an interdisciplinary team within each District helps determine the context classification by reviewing local comprehensive plans, subarea plans, land development regulations, and similar planning tools and by coordinating directly with local governments and MPOs. For more information on context classifications, visit www.fdot.gov/roadway/csi.

Putting the right street in the right place

FDOT CONTEXT CLASSIFICATIONS



4 TRANSPORTATION PROJECT DEVELOPMENT

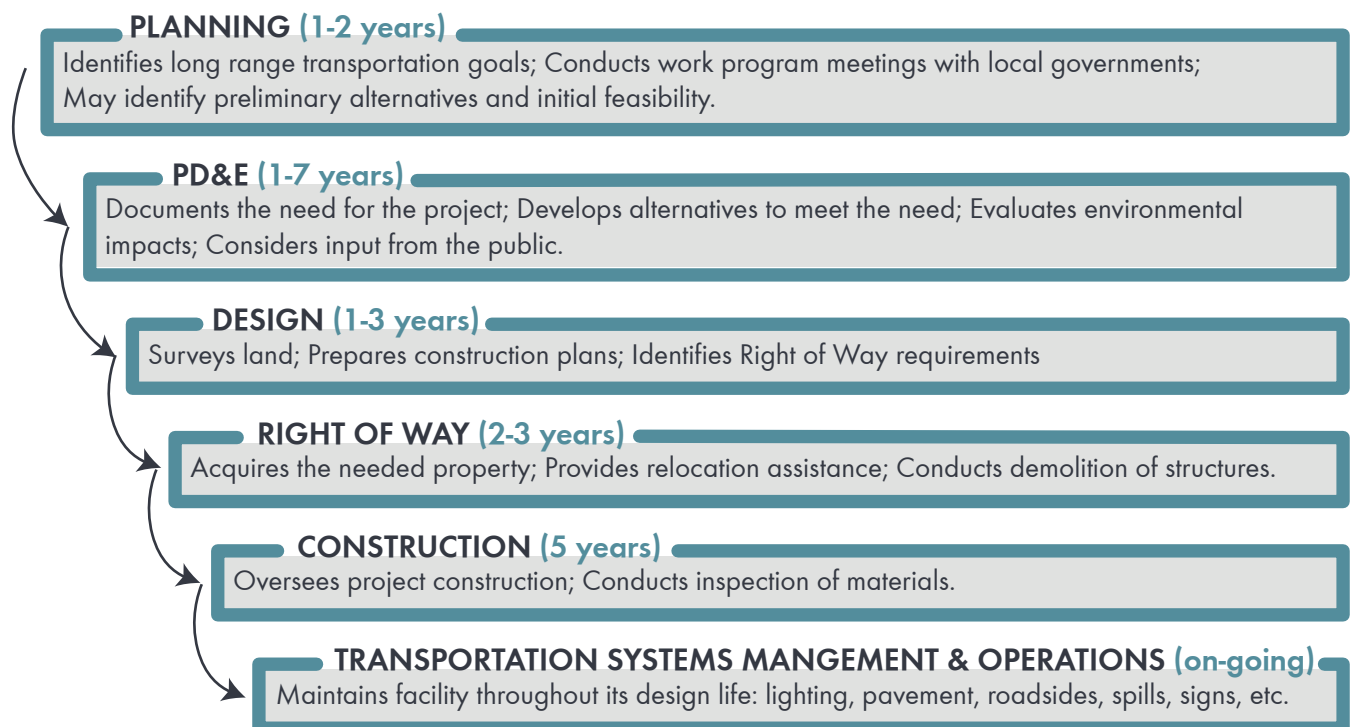
The project development and delivery process includes several phases and the level of effort for each phase varies based on the individual project. These phases and their typical timeframes are described below, as well as strategies for expediting project delivery. There are several project delivery approaches, with options available for those organizations who want to administer their own projects, given that they meet specified criteria for certification.

Local governments should approach the FDOT as early as possible to partner and complete transportation infrastructure projects because understanding where the project may enter the development and delivery process is helpful in advancing the project efficiently. Moreover, providing supporting information like documented public engagement, a resolution signed by the local board of commissioners, or a feasibility study help communicate project readiness to the FDOT. If applicable, local governments should coordinate with their MPOs to ensure projects are supported in the MPO's List of Priority Projects.

Project Development and Delivery Process

The project development and delivery process begins with planning studies and ends with a constructed project. The FDOT's project development and delivery process is comprehensive, involving Planning, Project Development and Environment (PD&E), Design, Right of Way (ROW), Construction, and Maintenance phases. It is important to understand the sequence and interrelation between these phases to efficiently deliver a project.

Overview of project development cycle and phases:



The complexity of transportation projects varies greatly, therefore the timeframes in the project development process graphic are broad and general in nature. Less complex projects that do not have Right of Way considerations, have little environmental impact, or are not federally funded may move more quickly through the project development and delivery process. Moreover, some projects may start at the planning phase, while others may be able to move directly into the PD&E or Design phases. These timeframes are typical, but each project is different and a variety of factors, including securing funding, can impact the length of a project phase.

Did You Know? A developer or local government can choose to contribute to or fully fund a project phase. This can help advance the project through the project development and delivery process more quickly because the project can move forward without a lapse in funding between phases.

Reminder: Transportation projects begin here so if a local government has a high-priority project or idea, it is best to approach the FDOT District, or MPO if in an MPO area, with that idea to begin the planning process.

Planning

The planning process begins when the FDOT, Metropolitan Planning Organizations (MPOs), local governments, and other authorities identify long range transportation goals and priority transportation projects in planning documents that assist in conveying local transportation needs. The FDOT selects priority projects annually from these plans and are presented to the Florida Legislature as a Tentative Work Program.

Project Development and Environment

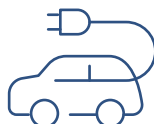
Project Development and Environment (PD&E) is the FDOT’s process for evaluating potential transportation project impacts and complying with the National Environmental Policy Act (NEPA) and other applicable laws and regulations for federal and state funded projects. A PD&E study ensures early consideration is given to engineering design, project costs, and environmental and social impacts in the development of a proposed potential transportation project. During this process, project alternatives are developed with input from the public, local government, and environmental and planning agencies. These alternatives are analyzed to determine their involvement with the social, natural, and physical environment. **The goal of the PD&E process is to select the alternative that meets both the purpose and needs of the project, while having the least impact on the environment.** The PD&E phase is not always necessary depending on project factors, such as anticipated funding sources, environmental impacts, Right of Way considerations, concept feasibility, level of public interest, and documented public engagement.



Engineering Design



Project Costs



Environmental Impact



Social Impact



Input from Public

Frequently Asked Questions:

Why does it take so long to get a project designed and constructed?

Each phase of the project development and delivery process may take several years based on project complexity.

What is a Community Awareness Plan?

A Community Awareness Plan notifies local government, affected property owners, and the public of the proposed design and construction and the anticipated impact.

How do you incorporate community preference features, like decorative signage or a concrete paver crosswalk?

The local government can pay for these items during the PD&E, design, and construction phases.

How do we add landscaping to a project?

Contact the District Design Office as it may be possible to acquire landscaping funding.

Who can address questions about posted speed limits on state roads?

Submit a letter to the Traffic Operations Engineer for consideration.

How can we add sidewalks to a roadway?

Sidewalks may already be required based on the context classification of the roadway. If not, or if non standard sidewalks are desired, a community may apply for an enhancement project. If a project is already in design, contact the District Production Office as soon as possible with the request.

Public involvement during the PD&E phase begins the preparation of a Public Involvement Plan (PIP). The purpose of a PIP is to identify the interested and potentially affected people within a community, identify special community needs, and define the outreach methods and schedule to involve and gain their input.

During the PD&E phase, the FDOT confirms the future context classification(s), performs alternatives analyses, conducts environmental studies, and prepares various technical studies and reports necessary to obtain the project's Location and Design Concept Acceptance (LDCA). Information obtained during the PD&E phase is used to develop the scope of work for the Design phase. There are distinct differences between federal, state, local, and privately funded projects depending on anticipated funding sources. For more information on PD&E studies, visit the FDOT's PD&E Manual at www.fdot.gov/environment/pubs/pdeman/.

Design

The purpose of the Design phase is to prepare detailed, context-based engineering design, contract plans, specifications, and estimates for the project. The review of design and construction plans for design-bid-build projects (conventional projects) follows a standard four-phase submittal approach to facilitate review of the projects. Prior to authorization to advertise the project for construction, the project must undergo an environmental re-evaluation to ensure that there are no conditions in place that would alter the original approval of the decision and commitments made during the PD&E study.

Public involvement activities during the Design phase typically begin by preparing a Community Awareness Plan (CAP) and may involve activities such as public information meetings or a design public hearing. The CAP outlines a process for determining design implications in relation to community impacts, ensures that the FDOT's commitments are met, allows for opportunities to address public concerns, and develops a Maintenance of Traffic (MOT) plan for use during construction. The CAP also includes a summary and anticipated timeline of project activities for informational purposes. For more information on the Design phase, visit www.fdot.gov/design.

Right of Way

Right of Way (ROW) is the purchase or donation of property needed to complete a project. When improvements are designed to fall outside of the existing ROW boundaries, additional lands must be identified and acquired. All necessary ROW and easements must be in FDOT ownership prior to advertisement of the project for letting. Close coordination with the District Right of Way Office and the Office of General Counsel is required during this process. For more information on ROW, visit www.fdot.gov/rightofway.



Construction

After design plans are reviewed, commented on, approved and permitted, the project goes through the contracting or letting process where it is awarded to a contractor. Once an award letter is issued to a contractor several pre-construction activities are required pursuant to the Construction Project Administration Manual (CPAM), including a preconstruction conference, the development of a construction schedule, final estimates, and quality control procedures are put into place. During construction the contractors are responsible for tasks as well as documentation. The District construction engineer, or project manager, keeps a project diary to document daily and weekly construction project activity during the construction phase. For more information on the Construction phase, visit www.fdot.gov/construction.

Maintenance

Once the FDOT completes a project on the State Highway System, the Maintenance Office may work with local and other partners, or sometimes contractors, to keep it safe and operational. Local governments are responsible for the maintenance of local roads.

Maintenance includes roadsides, signage, emergency needs, as well as minor bridge repairs and maintenance. For more information, visit the Maintenance Office at www.fdot.gov/maintenance.

Frequently Asked Questions:

When is a bridge eligible for replacement?

When it becomes structurally deficient, or when it becomes more cost effective to replace the bridge than repair it.

Transportation Systems Management and Operations Program

The Transportation Systems Management and Operations (TSM&O) program promotes multimodal traffic management projects and services that improve roadway operations. It is a national initiative that is supported statewide and allows the FDOT to work with partner agencies to deliver multimodal solutions to reduce congestion. The goal is to equip the existing roadway system with the innovative tools and techniques that will allow it to meet current and future traffic demand. Visit www.fdot.gov/traffic/its/tsmo to learn more about TSM&O.

5 TRANSPORTATION FUNDING

Various federal, state, and local sources contribute to funding transportation projects in Florida. The FDOT administers state and federal funds through the 5-Year Work Program, while local communities contribute funds by way of their local government. All funding programs administered by the FDOT interact with the FDOT Work Program. Local governments should consider important factors like project readiness and phase of work when identifying eligible funding programs. Local funding options may also be a viable or complementary source of funding to support a local transportation improvement.

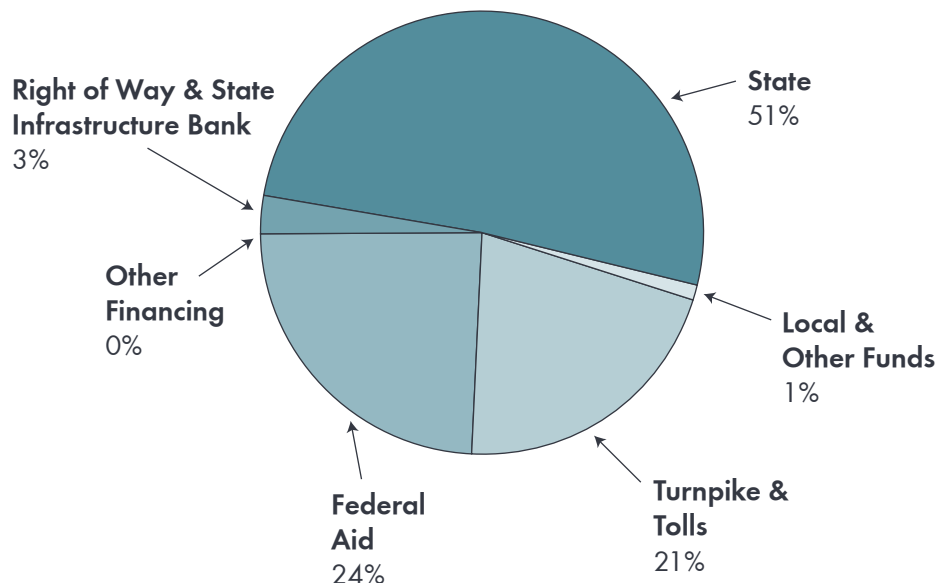
Where Does the Money Come From?

Work Program Funding Sources

Section 334.044, Florida Statutes, allows the FDOT to assume the responsibility for coordinating the planning of a safe, viable, and balanced state transportation system serving all regions of the State, and to assure the compatibility of all components, including multimodal facilities. The FDOT adopts a 5-Year Work Program, listing transportation projects planned for each fiscal year, to carry out these duties. **State taxes and fees, as well as federal aid, comprise the primary funding sources of the Work Program.** See the **Fuel Taxes as Transportation Funding Subject Brief** for more information at https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/policy/briefing-sheets/briefing_sheets_fuel_tax_revenues_0805-01.pdf?sfvrsn=bb4f96d9_4

Figure 1 summarizes the breakdown of funding sources for the Tentative Work Program for fiscal year (FY) 2021-2025. Visit <https://www.fdot.gov/workprogram> for the latest breakdown of Work Program funding by source.

**Figure 1: Florida Department of Transportation
Total Funding by Source
FY 2021 - 2025**



Strategic Intermodal System (SIS) Funding

Section 339.61, Florida Statutes, established the SIS to enhance Florida's economic competitiveness and prosperity and to focus the State's resources on transportation facilities of statewide and interregional significance. Transportation facilities must meet criteria related to transportation or economic activity, as well as screening factors related to potential community and environmental impacts, to be designated as part of the SIS.

The FDOT's principle responsibility is the statewide and interregional movement of people and goods and shares responsibility with transportation partners in addressing system safety, the preservation and operation of transportation facilities, and local and metropolitan area mobility needs. **As such, the SIS is the FDOT's highest transportation capacity investment priority. The SIS Policy Plan establishes the framework for these investments.** The FDOT is also increasing its focus on regional travel and improving facilities of regional significance. Consistent with Florida Statutes and the FTP, the FDOT allocates resources as follows:

- » To preserve the investment which has already been made in the State's transportation system. This includes funding for maintenance, bridge repair, bridge replacement, and resurfacing.
- » To comply with statutes which specify how particular revenues are to be allocated. For example, documentary stamp tax revenues which are deposited into the State Transportation Trust Fund are to be used for the New Starts Transit Program, the Small County Outreach Program, the SIS, the Transportation Regional Incentive Program, and the Rail Enterprise.

For more information on the SIS or the SIS Policy Plan, visit the SIS webpage at <https://www.fdot.gov/planning/sis/default.shtm>

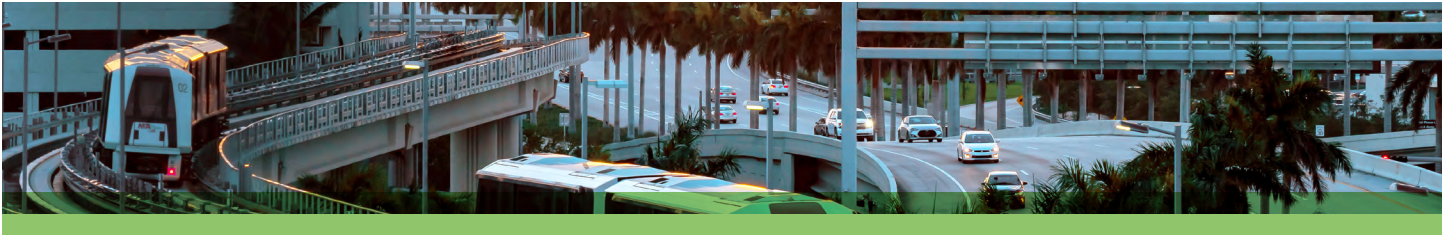


FDOT Modal Programs

The Modal Development Office, also known as the Office of Modal Development (District Four), oversees Modal Offices that develop and administer federal and state grant funding programs. The Modal Development Offices work to maximize the use of existing facilities while integrating and coordinating the various modes of transportation, including the combined use of both government owned and privately-owned resources.

In partnership with District Offices and eligible MPOs and local governments, Modal Offices program funding into mode specific capital improvement programs that feed into the 5-Year Work Program. The Modal Programs include the following areas:

- » The Transit Program supports fixed route transit systems, bus rapid transit, urban rail transit, rural transit, and human service transportation.
- » The Aviation Program provides assistance to Florida's airports.
- » The Rail Program includes passenger rail system development, rail safety inspections, the development of commuter rail, and rehabilitation and improvement of rail facilities.
- » The Freight and Multimodal Operations Program includes access to intermodal facilities and improves surface access to seaports and airports.
- » The Seaport Program provides funding and support for public ports.
- » The Spaceport Program provides space transportation services and infrastructure in conjunction with Space Florida.



FDOT Modal Plans

Mode-specific plans help guide decisions about future investments by providing policy and guidance related to each mode of transportation. They are key to leverage state and federal resources.

The National Highway Freight Program (NHFP) was established to improve the movement of freight while improving safety, innovation, economic competitiveness and other goals. Funds provided to the state must match activities in the state's freight plan, in Florida, this plan is the Freight and Mobility Trade Plan (FMTP).

The FMTP identifies freight transportation facilities critical to the state's economic growth and guides short and long-term multimodal freight investments in the state. During the development of this large multi-modal plan, input from the freight industry, local governments, MPOs, and state agencies is gathered. Visit <https://www.fdot.gov/rail/plandev/freight-mobility-and-trade-plan> to view this plan.

The Rail-Highway Crossings (Section 130) Program is another important program that allows FDOT to fund railway-highway safety projects. More information is available at <https://safety.fhwa.dot.gov/hsip/xings/>

Local Transit Programs and Funding

Through the Transit Program, the FDOT Public Transit Office (PTO) supports local transit programs by administering state and federal transit grants including:

State

- » State Block Grant Program
- » Service Development Program
- » Transit Corridor Program
- » Park and Ride Lot Program

Federal

- » Section 5305 – Program that funds the Metropolitan Planning Program and the State Planning and Research Program
- » Section 5307 – Formula program that funds capital and operating assistance in urbanized areas
- » Section 5310 – Programs for capital projects planned, designed and carried out to meet special needs of elderly and individuals with disabilities
- » Section 5311 – Formula program that funds capital and operating assistance in rural areas
- » Section 5339 – Buses and Bus Facilities Grants Program

This funding may support capital or operational cost funding. Public Transit Agencies may operate local rail and bus programs, while Local Government and Non-Profit Agencies often support paratransit programs such as "dial-a-ride" for users who cannot use standard fixed route transit systems. For more information, please visit <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm>.

FDOT Local Programs

The FDOT designed Local Programs to provide transportation resources for construction, resurfacing, and rehabilitation of roadways and structures authorized by Section 339.2816 through 339.2819, Florida Statutes. Different local programs and grants have individual criteria/requirements and the local government should contact their respective FDOT District Coordinator identified on the applicable Key District Contacts web page to become familiar with these.

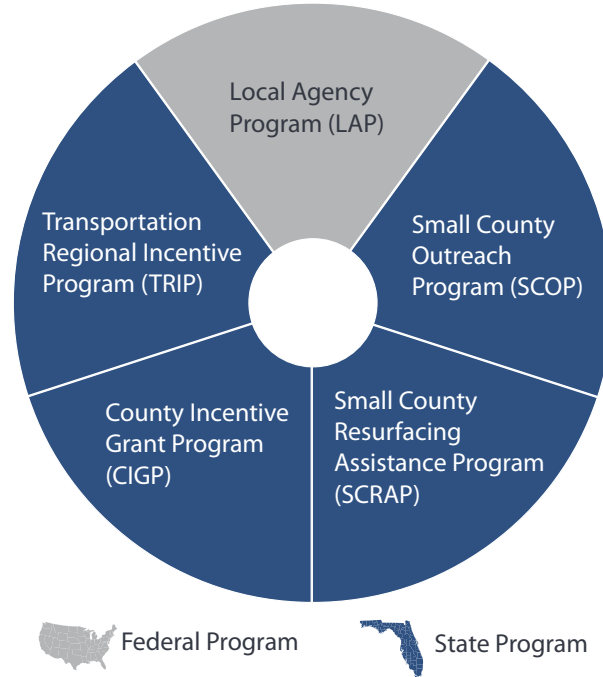
Federal Programs

LAP

Local Agency Program

The Local Agency Program (LAP) provides local governments with federal funds to develop, design, and construct transportation facilities. The FDOT administers these funds on behalf of the Federal Highway Administration (FHWA). LAP is a delivery method, not a fund type, meaning that the FDOT can manage several types of funds through this program including:

- » The Emergency Relief Program
- » Off-system Bridge Replacement
- » Federal Lands
- » Transportation Alternatives



The FDOT uses a LAP Agreement to deliver federal funds to a LAP agency. Agreements include detailed project description, scope, schedule, services, deliverables, commitments, maintenance responsibility, and cost estimates. In order to participate in LAP, local government agencies must become certified by completing a series of assessments to ensure financial and staffing capability, as well as the ability to comply with federal and state regulations. Project delivery options include: 1) LAP Certification of the local government or agency entity, or 2) project delivery by another LAP certified agency. Visit <https://www.fdot.gov/programmanagement/lap/default.shtm> to learn more about LAP certification and eligible projects.

Questions to Consider for LAP Projects:

- » Do you proactively work with your MPO or governing board to identify those prioritized projects that best fit the federal delivery method?
- » Does the project require Right of Way acquisition?
- » Does the project require environmental mitigation or NEPA-related actions?
- » Are you prioritizing low cost projects? Is there a way to bundle multiple low cost projects to maximize federal funding?
- » Have you thought about spacing out delivery of high-dollar, high-risk projects to prevent overextending agency staff resources?
- » Have you considered Americans With Disabilities Act (ADA) Design Accessibility?

State Programs



County Incentive Grant Program

Section 339.2817, Florida Statutes, created the County Incentive Grant Program (CIGP) to provide grants to counties to improve transportation facilities located on the State Highway System or that relieve traffic congestion on the State Highway System.



Small County Outreach Program

Section 339.2818, Florida Statutes, establishes the Small County Outreach Program (SCOP) to assist small county governments in repairing or rehabilitating county bridges, paving unpaved roads, addressing road-related drainage improvements, resurfacing or reconstructing county roads, or constructing capacity or safety improvements to county roads.



Small County Outreach Program for Municipalities and Communities

SCOP Municipalities is available to local governments within a Rural Area of Opportunity (RAO), designated under Section 288.0656(7)(a), Florida Statutes, to assist in the repair and rehabilitation of bridges, paving unpaved roads; addressing road-related drainage improvements; resurfacing or reconstruction of roads and constructing safety improvements to roads.



Small County Road Assistance Program

Section 339.2816, Florida Statutes, created the Small County Road Assistance Program (SCRAP) to assist small county governments in resurfacing or reconstructing county roads.



Transportation Regional Incentive Program

Section 339.2819, Florida Statutes, created the Transportation Regional Incentive Program (TRIP) to provide funds to improve regionally significant transportation facilities in regional transportation areas defined by Florida Statutes. State funds also are available to provide incentives for local governments and the private sector to help invest in critically needed projects that benefit regional travel and commerce.

Did You Know? TRIP projects are eligible for the State Infrastructure Bank (SIB) provided the project is matched by a minimum of 25 percent from funds other than SIB. The SIB is discussed later in this **Resource Guide** on page **5-9**.

Agencies may partner via an interlocal agreement to plan, prioritize and deliver regionally significant projects in the boundaries of their regional transportation area. See the TRIP fact sheet for more information on TRIP eligibility.

For more information on Local Programs, reach out to the Local Program Administrator in your District's Local Program Office: <https://www.fdot.gov/programmanagement/lp/lpcontacts.shtm>

What Helps Your Community's Project Application Stand Out?

Prioritize your project: Most grant programs require a competitive selection process. Applications are prioritized at the local, state, and federal levels to be eligible. Many programs prevent the reallocation of funds to projects that were not vetted through the competitive selection process.

Have the funds available: Grant reimbursement programs require local governments to have funds available in their Capital Improvements Program to implement the projects.

Follow the FDOT funding processes and procedures: Projects that are vetoed by the Governor or Legislature are NOT eligible for other state funding in the same fiscal year.

Meet multiple criteria: Grant programs implemented by Florida Statutes identify primary and secondary criteria by which the FDOT is obligated to review and rank each project application. The more criteria your project meets the more competitive it is.

The Impact of Special Appropriations

Special appropriations are bills filed by state legislators to allocate funds to a certain initiative. Transportation related special appropriations are funded with existing transportation funds. If a special appropriation is approved, less funding is available for other transportation projects in the same area and the project is not vetted through FDOT's project development and delivery process. If a special appropriation is vetoed, the funds are no longer available for this project or any other transportation project that fiscal year. In other words, the funding is completely removed from the State budget. In addition, the project cannot be funded with any other State dollars for the budget year.

Public Private Partnerships

Public Private Partnerships, also known as PPP or P3s, are contractual agreements between the FDOT and a private-sector company or consortium that include an element of risk transfer to the private sector and private sector financings. These partnership models can be used to leverage private sector expertise to assist designing, building, financing, operating, or maintaining infrastructure assets. These funds can even be used for transportation projects connecting to the State Highway System, so long as state and federal requirements are met.

Did You Know? P3s may require extensive coordination. Start the process early.

P3s in Florida are most often used to support or accelerate the development or improvements of transportation infrastructure such as marine cargo terminals or major highways. One example is the \$1.5B I-4 Ultimate project that is currently under construction. This P3 allowed for a 20 year advancement of the project, among other benefits. www.I4Ultimate.com. For more information about P3s, visit <https://www.fdot.gov/comptroller/pfo/p3.shtm>.

Transportation Alternatives Program

The Transportation Alternatives Program (TAP) is intended to fund a variety of small-scale transportation projects, such as:

- » Construction, planning, and design of pedestrian and bicycle facilities, recreational trails, and safe routes for non-drivers
- » Conversion and use of abandoned railroad corridors
- » Construction of turnouts, overlooks, and viewing areas
- » Inventory, control, or removal of outdoor advertising
- » Historic preservation and rehabilitation of historic transportation facilities
- » Vegetation management practices in transportation Right of Way
- » Archaeological activity related to impacts from transportation activities
- » Safe Routes to School projects



A LAP certified agency must sponsor the project. Funding amounts are based on population size. Typically, the cost share is 80 percent federal and 20 percent local, but the State of Florida elected to use toll credits as the State and local match for the TAP Set-Aside program. Visit the [FDOT Transportation Alternatives Set-Aside Program Guidance And Procedures](#) for more information about funding cycles, eligible sponsors, and the application process.

Implementing projects in the SUN Trail network increases the reliability of Florida's transportation system.

SUN Trail Program

Section 339.81, Florida Statutes, established the Shared-Use Nonmotorized (SUN) Trail program, which provides funding to help communities develop a statewide system of paved multi-use trails for bicyclists and pedestrians. Including

a combination of existing, planned, and conceptual multiple-use trails, SUN Trail is a component of the Florida Greenways and Trails System (FGTS) Plan. Visit www.fdot.gov/planning/systems/SUNTrail/guidance for more information about the funding structure and the application process.

Rural Economic Development Initiative

The Florida Legislature established the Rural Economic Development Initiative (REDI) to better serve Florida's rural communities through eligibility of a "Waiver or Reduction of Match" for grants. For more information visit www.floridajobs.org/community-planning-and-development/ruralcommunity-programs/rural-definition.



Safety Programs

Florida shares the national traffic safety vision, "Toward Zero Deaths," and formally adopted a version of the national vision, "Driving Down Fatalities," in 2012. The following programs support this vision.

Subgrants

The FDOT awards subgrants to traffic safety partners that undertake priority area programs and activities to improve traffic safety and reduce crashes, serious injuries, and fatalities. Subgrants are awarded to state and local safety-related agencies to assist in the development and implementation of programs in traffic safety priority areas. The National Highway Traffic Safety Administration (NHTSA) apportions funding to states annually according to a formula based on population and road miles. Occasionally, additional funding may be available for projects in other program areas if there is documented evidence of an identified need. Government agencies, political subdivisions of state, local, city and county government agencies, law enforcement agencies, state colleges and state universities, school districts, fire departments, public emergency service providers, and certain qualified non-profit organizations are all eligible applicants. Visit www.fdot.gov/safety/3-grants/grants-home for more information including the funding cycle and project application process.

The Strategic Highway Safety Plan (SHSP) provides a comprehensive framework to make progress toward Florida's target of zero traffic-related fatalities. Visit https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/safety/shsp-2021/report_fdot_shsp_feb21_022221pm.pdf?sfvrsn=dcab550c_2 to view the plan.

Highway Safety Improvement Program

The Highway Safety Improvement Program (HSIP) is the FDOT's largest source of safety improvement funding, and the purpose of the HSIP is to reduce fatalities and serious injuries on ALL public roads.



An HSIP funded project may include strategies, activities, and capital projects on a public road that are consistent with the Strategic Highway Safety Plan (SHSP) and **correct or improve a hazardous road location or feature, or address a highway safety problem**. Visit [https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/safety/6-resources/florida-hsip-manual-v2021-f-\(2021-08-12\).pdf?sfvrsn=960bbf43_2](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/safety/6-resources/florida-hsip-manual-v2021-f-(2021-08-12).pdf?sfvrsn=960bbf43_2) to read more about the HSIP in the Florida HSIP Guidelines Manual.

Safe Routes to School (SRTS)

Safe Routes to School Program (SRTS) is focused on planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school. The projects should directly support increased safety and convenience for school children in grades K-12 to bicycle and/or walk to school. Visit www.fdot.gov/safety/2A-Programs/Safe-Routes for more information.



Did You Know?

If a local government has a high priority project identified in their capital improvements plan, the FDOT may be able to provide funding resources to assist in completing certain project phases. In cases where funding is programmed in outer years of the Work Program, it may be possible to advance the project by using the State Infrastructure Bank, which provides low interest loans.

State Infrastructure Bank

Sections 339.55 and 215.61Z, Florida Statutes, create the Florida State Infrastructure Bank (SIB) and the Bonds for the Florida SIB. This revolving loan and credit enhancement program can provide loans and other assistance to public and private entities carrying out or proposing to carry out projects eligible for assistance under state and federal law. Visit www.fdot.gov/comptroller/pfo/sib to learn more about the SIB.

Local Funding Options

There are several funding options other than state and federal grant programs available for local transportation projects. When implementing local transportation projects, it is best practice for local communities to first utilize local funding options, such as fuel taxes, sales taxes, development fees, special district funds, municipal service taxes, and tourist development taxes. If additional funding is necessary, local communities can then partner with the FDOT by applying for state and federal funding. Partnership at the District level often starts with the Community Planning Coordinators. Local funding options are available for SIS and non-SIS facilities. See the **Local Funding Options Subject Brief** for more information on local funding options at https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/policy/briefing-sheets/briefing_sheets_local_options_0805.pdf?sfvrsn=14ee00a7_2

Federal Discretionary Grants

The Infrastructure Investment and Jobs Act (IIJA) is the reauthorization of the surface transportation act and includes \$973 billion for infrastructure funding for five years. This includes 13 existing and 21 new transportation-related, competitive grant programs totaling \$187 billion in potential funding.

\$973B

for infrastructure funding for five years

13 *EXISTING* grant programs

21 *NEW* grant programs

\$187B

in potential funding

Local agencies (cities, counties, MPOs, and transit agencies, for example) are eligible for a range of these competitive grant programs under the BIL. FDOT encourages our local partners to help maximize Florida's transportation system by submitting applications to competitive grant programs.

USDOT issues Notices of Funding Opportunities (NOFO) to solicit applications for federal each grant programs. Each grant program has its own goals, eligibility requirements, and award amounts. To be considered for an award, projects must typically be construction ready and align with the grant criteria and other requirements such as local match. FDOT's Office of Policy Planning monitors USDOT discretionary grant programs and maintains a list of grant programs included in the BIL.

Did You Know?

Early discussions on grant opportunities, projects, and regional collaboration strengthen grant applications.

FDOT may provide letters of consistency for local agency grant applications to demonstrate a local project is consistent with the adopted Work Program and the Florida Transportation Plan. Local agencies are encouraged to reach out to their District Federal Grant Coordinator to request a letter of consistency and discuss discretionary grant opportunities. More information is available at: [https://www.fdot.gov/planning/policy/legislation/Bipartisan-Infrastructure-Law-\(BIL\).shtm](https://www.fdot.gov/planning/policy/legislation/Bipartisan-Infrastructure-Law-(BIL).shtm)

Best Practices and Strategies for Funding Local Projects

- » **Prioritize shovel ready projects:** Consider the readiness of priority projects, economic development opportunities, and available community resources. Highlight potential transportation impacts beyond the more obvious transportation need(s).
- » **Be strategic in coordinating priority projects for local funding vs. FDOT funding:**
 - Is the low hanging fruit the most competitive project for your community in terms of FDOT funding?
 - Can your community wait 4-5 years to secure an FDOT-funded project or is the project more urgent?
 - Is it more cost feasible to locally fund pavement markings and apply to the FDOT for the reconstruction of that county roadway you had in your CIP to reconstruct in the next few fiscal years?
- » **Identify an FDOT champion:** Your FDOT champion(s) are available and happy to help you navigate the process. Begin with your District Local Government Liaison and District Local Programs Administrator.
- » **Work with the FDOT to strategically identify state and federal funding sources:** Identify key project elements such as the limits, scope, and environmental impacts to help guide the process. Be strategic and apply for projects eligible under more than one funding program when possible.
- » **Coordinate joint projects:** Partnering with other communities/counties expands funding options and balances funding match requirements across partner agencies. TRIP is an example of a fund program only available to regional partners.
- » **Take advantage of reduction or waiver of financial match requirements.** Local match requirements are waived for 32 rural counties identified under the Rural Economic Development Initiative (REDI).
- » **Contact the Modal Development Office** to be added to the annual email notice to Agencies announcing the availability to apply for Transit Program funding.

