



## **MPO and Public Transit Provider Checklist**

# INTRODUCTION

Planning activities of Metropolitan Planning Organizations (MPOs) and Public Transit Providers require constant coordination and collaboration. Successful coordination ensures compliance with Federal and State statutes for both MPOs and Transit Providers and also ensures alignment of regional planning and investment decisions.

Recognizing the different governing bodies, roles, and areas of expertise of MPOs and Public Transit Providers, the FDOT Public Transit Office developed a checklist to highlight important points of coordination for MPO and Transit Provider staff. The checklist is divided into sections based on planning processes. Each planning process section indicates Federal or State requirements or recommended best practices and includes the entity responsible for the process or coordination, the point of coordination, and the phase or activity of the process, either:

- Scoping – the phase of planning and defining the plan or process.
- Development – the phase of plan development.
- Execution – the phase of plan implementation after plan adoption.
- Appointment – the activity of board governance.

Additionally, references to Federal and State statutes or policy documents can be found in each planning process or section.

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## PUBLIC TRANSIT PROVIDER CHECKLIST

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## PUBLIC PARTICIPATION PLAN

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Develop a Public Participation Plan that defines a process for providing reasonable opportunities to be involved in the metropolitan transportation planning process to individuals, representatives of transit employees, private providers of transportation, representatives of users of transit, representatives of users of pedestrians and bicycle transportation facilities, and representatives of the disabled.	F		(1)
<b>MPO:</b> Development	Provide an opportunity for Transit Agency Representatives to review and comment on MPO Public Participation Plan before adoption.		✓	(2)

## TITLE VI NONDISCRIMINATION PLAN

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Provide an opportunity for Transit Agency Representatives to review and comment on MPOs Title VI Nondiscrimination Plan before adoption.		✓	
<b>MPO:</b> Execution	Share the MPO Title VI Plan with the transit provider(s) to support the transit provider(s) Title VI Program(s).		✓	
<b>Transit:</b> Execution	Share the transit provider(s) and subrecipient's Title VI Public Participation Plan(s) with the MPO for reference in the development of the MPO Public Participation Plan.		✓	

## UNIFIED PLANNING WORK PROGRAM

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Scoping	Develop a UPWP to document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53.	F		(3)
<b>MPO:</b> Development	Include the transit provider(s) in the development of the UPWP.	F		(4)
<b>MPO:</b> Development	Identify opportunities to integrate transit provider(s) TDP ten-year implementation programs in the MPO UPWP.	S		(4)(5)

## METROPOLITAN TRANSPORTATION PLAN (MTP) / LONG RANGE TRANSPORTATION PLAN (LRTP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Scoping	Develop a performance-driven, outcome-based planning process for the MPO MTP/LRTP that incorporates performance targets, including transit asset management and safety performance targets, and links investment priorities to those performance targets.	F		(6)
<b>MPO:</b> Scoping	Align the development and adoption timelines of the MPO MTP/LRTP and the Transit Development Plan.		✓	(7)
<b>MPO:</b> Development	Include a description of the performance measures and performance targets including transit asset management and safety.	F		(6)
<b>MPO:</b> Development	Work with transit provider(s) to provide an analysis of all transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems in the MPO MTP/LRTP from the transit provider(s).	F		(8)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Cooperatively develop estimates of available transit funds with the transit provider(s) to support the MPO MTP/LRTP implementation.	F		(9)
<b>MPO:</b> Development	Cooperatively develop the transit revenue and cost estimates in the MPO MTP/LRTP using inflation rates to reflect “year of expenditure dollars” with the transit provider(s).	F		(10)
<b>MPO:</b> Development	Incorporate and align Transit Regional Plans, Vision Plans, Transit Development Plan, and Comprehensive Operational Analysis Plans into the MPO MTP/LRTP and its goals and objectives.		✓	(4)(7)
<b>MPO:</b> Development	Analyze the relationship between transit and affordable housing and highlight the gaps in transit service to those living in affordable housing units during the MPO MTP/LRTP processes.		✓	(11)
<b>MPO:</b> Development	Incorporate the Transit Concept and Alternative Review recommended alternative(s) and Transit Development Plan projects into the MPO MTP/LRTP for consistency.		✓	(4)(12)
<b>MPO:</b> Development	Ensure socioeconomic forecasts for MPO MTP/LRTP consider employment and households associated with planned or existing transit-oriented development and transit-supportive land use identified in regional, local, and sub-area land use and comprehensive plans.		✓	
<b>MPO:</b> Development	Coordinate with transit provider(s) to identify opportunities that support the reduction of transportation emissions (Carbon Reduction Strategies).	F		(13)

## TRANSPORTATION IMPROVEMENT PLAN (TIP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Scoping	Develop a performance-driven, outcome-based approach for the TIP that incorporates performance targets, including all transit performance targets, and links investment priorities to those performance targets.	F		(6)
<b>MPO:</b> Development	Include a description of the performance measures and performance targets, including transit asset management and transit safety in the MPO TIP and report on the anticipated effect of the TIP on progress towards adopted targets.	F		(6)
<b>MPO:</b> Development	Cooperatively develop estimates of funds available with the transit provider(s) to support the MPO TIP.	F		(9)
<b>MPO:</b> Development	Cooperatively develop the long-term transit revenue and cost estimates for the MPO TIP using inflation rates to reflect “year of expenditure dollars.” with the transit provider(s).	F		(10)
<b>MPO:</b> Development	Coordinate with the transit provider(s) to select projects to be implemented using 23 U.S.C. or title U.S.C. Chapter 53 funds.	F		(14)
<b>MPO:</b> Development	TIP project priorities must consider preserving the existing transportation infrastructure; enhancing Florida’s economic competitiveness; and improving travel choices to ensure mobility.	S		(15)
<b>MPO:</b> Development	Indicate how the TIP improvements are consistent with the public transit development plans within the MPO area.	S		(16)
<b>MPO:</b> Development	Develop a realistic estimate of the cost and revenue that will be derived from transportation-disadvantaged services within the MPO TIP timeframe. Identify the transportation improvements advanced with the funds.	S		(17)
<b>Transit:</b> Development	Identify opportunities to integrate the TDP’s ten-year implementation program in the MPO TIP.	S		(5)
<b>Transit:</b> Development	Propose, seek comment on and establish performance targets during the annual TIP update in conjunction with the transit provider(s).		✓	(18)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Provide an annual listing of projects for which FTA funds have been utilized in the preceding year in coordination with the transit provider(s). Include this list in the TIP or provide a statement that the list was published and made available for public review.	F		(19)
<b>Transit:</b> Development	Coordinate with the transit provider(s) to provide data and TIP transit improvements to the comprehensive plan project sponsor to inform the transportation element.		✓	(4)
<b>Transit:</b> Development	If Transit Provider uses the MPO consultative process to satisfy the Program of Projects (POP) public notice requirements, ensure the TIP explicitly states requirements are being met through the TIP process.	F		(20)

## CONGESTION MANAGEMENT PLAN (CMP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Involve the transit provider(s) in the identification and selection of CMP performance measures.	F		(21)
<b>MPO:</b> Development	Identify existing transit services, employer-based commuter programs, and other existing transportation services that support access to jobs in the region.	F		(22)
<b>MPO:</b> Development	Identify proposed projects and programs to reduce congestion and increase job access opportunities during the CMP process.	F		(22)
<b>MPO:</b> Development	Reference Transit Development Plan implementation plan and recommendations in the update of the MPO Congestion Management Plan.		✓	(2)



## TRANSPORTATION PERFORMANCE MANAGEMENT

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO: Scoping</b>	Provide transit provider(s) the adoption schedule of the MPO performance target-setting development process.		✓	
<b>MPO: Scoping</b>	Integrate the goals, objectives, performance measures, and targets of the transit provider(s) Transit Asset Management Plan(s) and the Public Transportation Agency Safety Plan(s) into the MPO transportation planning process.	F		(27)(28)
<b>MPO: Development</b>	Coordinate with transit provider(s) in the target setting of FTA performance measures.	F		(23)(24)
<b>MPO: Development</b>	If transit providers have set different transit asset management targets for a given measure, either coordinate with the providers to establish a single target for the MPO planning area or establish a set of targets for the MPO planning area that reflects the different transit provider targets.	F		(25)
<b>MPO: Development</b>	Jointly develop specific written provisions for cooperatively developing and sharing transportation performance management data and information with the transit provider(s).	F		(18)(19)
<b>MPO: Development</b>	Jointly identify, evaluate, and make decisions about potential performance targets with the transit provider(s) before formal adoption.	F		(18)
<b>MPO: Development</b>	Provide an opportunity for the transit provider(s) to comment before establishing final comments for each performance measure.	F		(18)
<b>MPO: Execution</b>	Request the annual data report(s) and annual narrative report(s) to the FTA's National Transit Database (NTD) from each transit provider to understand the progress made during the year to meet the performance targets.	F		(30)(31)(32)
<b>MPO: Execution</b>	Ensure alignment of targets between the MPO TIP and MTP and the transit provider(s) TAM and PTASP plans through consultant and communication.		✓	
<b>MPO: Execution</b>	Proactively communicate to the FDOT after transit safety and asset management targets have been set.		✓	

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Execution	If the MPO supports the asset management and safety targets established by the transit provider(s), provide the transit provider documentation and the MPO agrees to plan and program MPO projects to contribute toward achievement.	F		(18)
<b>MPO:</b> Execution	Find opportunities for the transit provider(s) to present progress associated with the FTA performance measure established targets to the MPO.	F		(26)

## METROPOLITAN PLANNING AGREEMENTS

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Maintain and update the metropolitan planning agreement with transit agency representatives to update coordination strategies that support cooperative decision-making and resolution of disagreements.	F		(33)(34)(35)
<b>MPO:</b> Development	Include a definition of the process for setting performance targets for safety and transit asset management, frequency for updating the targets, sharing data and the Public Transit Agency Safety Plans and transit asset management plans, updating targets, and tracking progress toward meeting the performance targets within the metropolitan planning agreements or other written provisions between the MPO, FDOT and the transit provider(s).	F		(4)(34)(35)
<b>MPO:</b> Development	Clarify roles and responsibilities for developing and sharing performance data, setting performance targets, reporting of targets, and tracking progress toward meeting targets within the Metropolitan Planning Agreement.		✓	(4)(36)

## MPO LIST OF PRIORITY PROJECTS (LOPP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Work with transit provider(s) to identify projects eligible for consideration in the LOPP.		✓	
<b>MPO:</b> Development	Include transit provider(s) in MPO meetings related to the initial list of reviews and project prioritization.		✓	

## MPO ORGANIZATION AND GOVERNANCE

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Appointment	Ensure provider(s) of transit are represented on the MPO Board.	F		(37)
<b>MPO:</b> Appointment	Include planners, engineers, or representatives of public transit authorities or transit departments on the Technical Advisory Committee.	S		(38)
<b>MPO:</b> Appointment	Include a broad cross-section of residents, including minorities, the elderly, and people with disabilities on the Citizens' Advisory Committee or alternative programs to ensure citizen involvement in transportation planning processes.	S		(39)
<b>MPO:</b> Appointment	Appoint a transit agency representative to the MPO's Bicycle and Pedestrian Advisory Committees.		✓	(2)
<b>MPO:</b> Appointment	Recommend a "Community Transportation Coordinator" to ensure that coordinated transportation services are provided to the transportation-disadvantaged population in a designated service area.	S		(41)
<b>MPO:</b> Appointment	Appoint a Coordinating Board to assist the Community Transportation Coordinator relative to the coordination of transportation services.	S		(40)
<b>MPO:</b> Development	Annually review the performance of the Community Transportation Coordinator.	S		(41)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	After each Census, if necessary, coordinate with transit provider(s) to adjust the MPO boundary to meet the statutory requirements for new and updated urbanized areas and to foster effective planning processes that ensure connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies.	F		(42)
<b>Transit:</b> Appointment	Recommend representatives to serve on the MPO Board.	F		(37)
<b>Transit:</b> Appointment	Recommend a broad cross-section of residents, including minorities, the elderly, and people with disabilities who use public transit to serve on the MPO's Citizens' Advisory Committee or participate in the MPO's alternative programs to ensure citizen involvement in transportation planning processes.	S		(39)
<b>Transit:</b> Development	Periodically review the list of transit agency planners, engineers, or representatives serving on the Technical Advisory Committee and review roles and responsibilities.	S		(38)
<b>Transit:</b> Development	Periodically review the metropolitan planning agreement with MPO representatives to understand and update coordination strategies that support cooperative decision-making and resolution of disagreements.	F		(33)(35)
<b>Transit:</b> Development	Include a definition of the process for setting performance targets for safety and transit asset management, the frequency for updating the targets, sharing data and the Public Transit Agency Safety Plans and transit asset management plans, updating targets, and tracking progress toward meeting the performance targets within the metropolitan planning agreements or other written provisions between the MPO, FDOT and the transit provider(s).	F		(4)(34)(35)
<b>Transit:</b> Development	Clarify roles and responsibilities for developing and sharing performance data, setting performance targets, reporting targets, and tracking progress toward meeting targets within the Metropolitan Planning Agreement.		✓	(36)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	After each Census, if necessary, support the MPO in adjusting the MPO boundary to meet the statutory requirements for new and updated urbanized areas and to foster effective planning processes that ensure connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies.	F		(42)
<b>Transit:</b> Development	Support the development of a performance-driven, outcome-based planning process for the MPO MTP/LRTP/TIP that incorporates TAM and PTASP performance targets, and links investment priorities to those performance targets.	F		(6)
<b>Transit:</b> Development	Support the MPO's documentation of the TIP's anticipated effect on progress toward adopted targets.	F		(6)
<b>Transit:</b> Development	Provide the MPO documentation of all transportation and transit enhancement activities, strategies, and investments that preserve and enhance intercity bus systems for inclusion in the MPO MTP/LRTP.	F		(4)(8)
<b>Transit:</b> Development	Provide Transit Regional Plans, Vision Plans, Transit Development Plans, and Comprehensive Operational Analysis Plans to be integrated into the MPO MTP/LRTP and its goals and objectives.		✓	
<b>Transit:</b> Development	Review and provide comments on the MPO Public Participation Plan to align with transit public outreach best practices and support community involvement and transit-specific guidance for future TDP preparation and other planning processes.		✓	(2)
<b>Transit:</b> Development	Share opportunities to be involved in the metropolitan transportation planning process with employees, private transportation providers, users of transit, representatives of pedestrians and bicycle facility users, and representatives of the disabled.	F		(1)
<b>Transit:</b> Development	Share outreach and engagement best practices for involving employees, private transportation providers, users of transit, representatives of pedestrians and bicycle facility users, and representatives of the disabled in the transportation planning process with the MPO.	F		(1)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Jointly identify transportation planning studies such as a multimodal, systems-level corridor, or subarea planning study to undertake with the MPO.		✓	
<b>Transit:</b> Development	Support the MPO transportation planning studies that involve multimodal, systems-level corridor or subarea planning studies with data, guidance, and technical expertise.	F		(4)
<b>Transit:</b> Development	Support the MPO in the identification and selection of CMP performance measures that account for multimodal connectivity and community-oriented metrics, such as the ease or difficulty of reaching schools, jobs, grocery stores, childcare, and health care.	F		(22)
<b>Transit:</b> Development	Provide an inventory of existing transit services, employer-based commuter programs, and other existing transportation services that support access to jobs in the region to the MPO to support the CMP development.	F		(55)
<b>Transit:</b> Development	Identify proposed projects and programs aimed at reducing congestion and increasing job access opportunities during the MPO's CMP process.	F		(55)
<b>Transit:</b> Development	Support the MPO in the identification and selection of demonstration projects to advance smart city or community technologies to improve transportation efficiency and safety that align with the SMART Grant Program.		✓	

## CORRIDOR, SYSTEM AND SUB-AREA PLANNING

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Jointly identify transportation planning studies such as a multimodal, systems-level corridor, or subarea planning study to undertake with the transit provider(s).		✓	
<b>MPO:</b> Development	Consult the transit provider(s) during any transportation planning study such as a multimodal, systems-level corridor, or subarea planning study.	F		(56)
<b>MPO:</b> Development	Ensure transit provider(s) participation in multimodal corridor plans focused on developing complete streets in areas of existing and future transit-supportive land use.		✓	(43)
<b>MPO:</b> Development	During long-range bicycle and pedestrian planning, evaluate how to provide better intermodal connections between transit and trails.		✓	(44)
<b>MPO:</b> Development	Collaborate on obtaining funds through SS4A to develop, update, or enhance Comprehensive Safety Action Plans.		✓	(45)

## TRANSIT DEVELOPMENT PLAN (TDP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Assign an MPO staff member to serve as an active participant of the TDP Technical Review Team (TRT) to provide review comments and ensure consistency between planning efforts.		✓	(2)
<b>MPO:</b> Development	Request the public meeting schedule and help raise support/awareness for the TDP recommendations and engagement opportunities through MPO communication platforms.	S		(2)
<b>MPO:</b> Development	Provide review and comment during the development of the mission, goals, objectives, alternatives, and ten-year implementation program of the TDP.	S		(5)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>MPO:</b> Development	Identify areas of consistencies and inconsistencies of the TDP and the MPO long-range transportation plan, regional transportation goals and objectives.	S		(5)
<b>MPO:</b> Development	Provide a timeline of future opportunities to integrate the TDP's ten-year implementation program in the MPO TIP and UPWP.	S		(5)
<b>MPO:</b> Development	Provide demographic, socioeconomic, land use and growth data and documentation to TDP sponsors to ensure alignment of TDP planning efforts with the current MPO MTP/LRTP.		✓	(2)
<b>Transit:</b> Scoping	Develop a TDP to guide planning, development and operational strategy for meeting mobility needs within the service area over a 10-year horizon.	S		(46)
<b>Transit:</b> Scoping	Request MPO FTA Section 5305 funds to support the development of regional transit development plans.		✓	(2)
<b>Transit:</b> Scoping	Align TDP public involvement process with the MPO Public Participation Plan to support TDP preparation.		✓	(2)
<b>Transit:</b> Scoping	Align the development and adoption timelines of the Transit Development Plan and MPO MTP/LRTP.		✓	(7)
<b>Transit:</b> Development	Ensure consistency of the vision, mission, goals, and objectives of the Transit Development Plan with the vision, mission, goals, and objectives of the Long-Range Transportation Plan.		✓	(4)(7)(46)
<b>Transit:</b> Development	Involve MPO in early data collection efforts of demographic, socioeconomic, land use, and growth data to align planning efforts with the current MPO MTP/LRTP.		✓	(2)(4)
<b>Transit:</b> Development	Establish Technical Review Team (TRT) to include representatives from the transit agency, the local MPO, FDOT District Office, the regional workforce board, city/county officials, and or community stakeholders.		✓	(2)(4)
<b>Transit:</b> Development	Ask local governments, MPOs, community groups, and other transit advocates to help raise support/awareness for the TDP recommendations and engagement opportunities.		✓	(2)



Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Analyze the relationship between transit and affordable housing and highlight the gaps in transit service to those living in affordable housing units during the TDP.		✓	(11)
<b>Transit:</b> Development	Share a constrained list of projects and service initiatives from the TDP with the MPO for the development of the TIP.	S		(2)(15)(16)
<b>Transit:</b> Development	Share gaps identified in bicycle and pedestrian facilities supporting the transit system with the MPO for inclusion in the MPO MTP/LRTP, comprehensive planning, and other regional planning processes.		✓	(2)(44)
<b>Transit:</b> Development	Coordinate with the MPO to determine potential funding sources for the recommended services and strategies, including consideration of the Public Transit Block Grant Program.		✓	(47)
<b>Transit:</b> Development	Identify infrastructure/barriers that hinder connectivity to transit stops or high trip generators, that with removal would reconnect communities, for inclusion in the TDP and share for inclusion in the MPO MTP/LRTP.		✓	(48)
<b>Transit:</b> Execution	Share the list of projects and service initiatives from the TDP with the MPO for the development of the MPO MTP/LRTP.		✓	

## TRANSIT CONCEPT AND ALTERNATIVES REVIEW (TCAR)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Analyze the relationship between transit and affordable housing and highlight the gaps in transit service to those living in affordable housing units during the Transit Concept and Alternatives Review (TCAR).		✓	(11)
<b>Transit:</b> Development	Coordinate with the MPO to collect and incorporate data to reflect existing conditions, planned transportation projects, and other technical inputs for the project.		✓	(4)(12)
<b>Transit:</b> Development	Seek a resolution or support for recommended transit alternatives after the TCAR process from the MPO.		✓	(12)
<b>Transit:</b> Development	Work with the MPO to determine potential funding sources for the recommended transit concept alternative(s).		✓	(12)
<b>MPO:</b> Development	Provide resolution or support for transit projects after the TCAR process.		✓	(12)
<b>MPO:</b> Development	Help advise transit project sponsors in the determination of potential funding sources for the recommended alternative.		✓	(12)
<b>MPO:</b> Development	Provide available data to reflect existing conditions, planned transportation projects, and other technical inputs for the project.		✓	(12)

## BUDGET AND FINANCE

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Cooperatively develop estimates of funds available with the MPO to support the MPO TIP and MPO MTP/LRTP implementation.	F		(9)
<b>Transit:</b> Development	If Community Transportation Coordinator, cooperatively develop cost and revenue derived from transportation disadvantaged services and associated transportation improvements with the MPO to support the MPO TIP and MTP/LRTP implementation.	S		(17)
<b>Transit:</b> Development	Share and cooperatively develop the long-term transit revenue and cost estimates for the MPO MTP/LRTP using inflation rates to reflect “year of expenditure dollars.”	F		(10)
<b>Transit:</b> Development	Coordinate with the MPO to select projects to be implemented using 23 U.S.C. or title U.S.C. Chapter 53 funds.	F		(14)
<b>Transit:</b> Execution	Provide an annual listing of projects for which FTA funds have been utilized in the preceding year to the MPO to include in the TIP.	F		(19)
<b>Transit:</b> Execution	If Community Transportation Coordinator, provide actual expenditures of all local and direct federal funds to be expended for transportation for the disadvantaged to the MPO for a consolidated report to the Commission for the Transportation Disadvantaged on September 15.	S		(49)

## TRANSIT ASSET MANAGEMENT (TAM) PLAN

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Scoping	Provide the governing board adoption schedule for the TAM Plan development and annual performance target-setting schedule with the MPO annually.		✓	
<b>Transit:</b> Development	Share transit asset management performance targets with the MPO and participate in the selection of the MPO transit asset management performance targets.	F		(50)
<b>Transit:</b> Development	Provide the TAM Plan, any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report to the MPO.	F		(51)
<b>Transit:</b> Development	Provide the annual data report and annual narrative report to the FTA's National Transit Database (NTD) to the MPO.		✓	(30)(31)
<b>Transit:</b> Development	Jointly develop specific written provisions for cooperatively developing and sharing transit asset management data and information with the MPO.	F		(18)(29)
<b>Transit:</b> Development	Notify the MPO each time a transit asset management target is adjusted or established, including the date when the targets were established.	F		(52)
<b>Transit:</b> Development	Report transit asset management performance annually to the MPO showing progress made toward attainment of each target established.		✓	(18)
<b>Transit:</b> Development	Jointly develop an inventory and strategy to repair, improve, retrofit, or relocate infrastructure of legacy stations or facilities for passenger use.		✓	(53)

## PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Scoping	Provide the governing board adoption schedule for PTASP development and updates with the MPO annually.		✓	
<b>Transit:</b> Development	Coordinate with FDOT and the MPO in the selection of, and targets established for the performance measures of the PTASP.	F		(26)
<b>Transit:</b> Development	Share all transit agency safety performance targets with the MPO.	F		(54)
<b>Transit:</b> Development	Present progress associated with the established targets to the MPO. Document the method of communicating progress.	F		(26)
<b>Transit:</b> Development	Participate in the selection of the MPO safety performance targets.	F		(23)
<b>Transit:</b> Development	Jointly develop specific written provisions for cooperatively developing and sharing transit safety performance management data and information with the MPO	F		(18)(29)
<b>Transit:</b> Development	Notify the MPO each time a transit safety performance management target is adjusted or established, including the date when the targets were established.	F		(18)(52)
<b>Transit:</b> Development	Report transit asset management performance annually to the MPO showing progress made toward attainment of each target established.		✓	(18)

## LAND USE AND AFFORDABLE HOUSING CONSIDERATIONS FOR TRANSIT PLANNING

Responsible Entity: Phase	Points of Coordination	Federal (F) or State (S) Requirement	Best Practice	Resource Reference(s)
<b>Transit:</b> Development	Partner and support multimodal corridor plans for developing complete streets in areas of existing and future transit-supportive land use.		✓	(43)
<b>Transit:</b> Development	Analyze the relationship between transit and affordable housing and highlight the gaps in transit service to those living in affordable housing units during the Transit TDP, TCAR, and MPO MTP/LRTP processes.		✓	(11)
<b>Transit:</b> Development	Ensure socioeconomic forecasts for MPO MTP/LRTP consider employment and households associated with planned or existing transit-oriented development.		✓	

## RESOURCE LIST

- (1). [23 CFR 450.316\(a\)](#)
- (2). [Resource: FDOT, TDP Handbook: FDOT Guidance for Preparing & Reviewing Transit Development Plans, Version III, 2022](#)
- (3). [23 CFR 450.308\(b\)](#)
- (4). [Resource: FDOT Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement \(sample\)](#)
- (5). [14-73.001 \(3\)\(f\) F.A.C.](#)
- (6). [23 CFR 450.306\(a\)](#)
- (7). [Resource: FDOT Metropolitan Planning Organization \(MPO\) and Transit Agency Planning in Florida, July 2019](#)
- (8). [23 CFR 450.324\(f\)\(8\)](#)
- (9). [23 CFR 450.324\(f\)\(11\)\(ii\)](#)
- (10). [23 CFR 450.324\(f\)\(11\)\(iv\)](#)
- (11). [Resource: FDOT, Affordable Housing & Transit Final Report, August 2020](#)
- (12). [Resource: FDOT, Transit Concept and Alternatives Review \(TCAR\) Guidance, November 2016](#)
- (13). [23 USC 175\(d\)\(1\) Carbon Reduction Program](#)
- (14). [23 CFR 450.332](#)
- (15). [s 339.175\(8\)\(a\), F.S.](#)
- (16). [s 339.175\(8\)\(c\) 7., F.S.](#)
- (17). [ss 427.015\(1\), F.S.](#)
- (18). [Resource: FDOT MPOAC Transportation Performance Measures Consensus Planning Document](#)
- (19). [23 CFR 450.334](#)
- (20). [Resource: FTA Circular 9030. 1E](#)
- (21). [23 CFR 450.322\(b\)](#)
- (22). [23 CFR 450.322\(h\)\(2\)](#)
- (23). [49 CFR 673.15\(b\)](#)
- (24). [23 CFR 450.306\(d\)\(2\)\(iii\)](#)
- (25). [Resource: FDOT, Office of Policy Planning, MPO Program Management Handbook, February 2022](#)
- (26). [Resource: FDOT Public Transportation Agency Safety Plan \(PTASP\): FTA Template Guidance Document w/Chapter 14-90, FAC, September 2019](#)
- (27). [23 CFR 450.306\(d\)\(4\)](#)

- (28). [23 CFR 450.306\(d\)\(4\)\(iii\)](#)
- (29). [23 CFR 450.314\(h\)\(1\)](#)
- (30). [49 CFR 625.55\(a\)\(1\)](#)
- (31). [49 CFR 625.55\(a\)\(2\)](#)
- (32). [49 CFR 625.55\(b\)](#)
- (33). [23 CFR 450.208](#)
- (34). [23 CFR 450.314\(a\)](#)
- (35). [23 CFR 450.314\(b\)](#)
- (36). [Resource: FTA PTASP Technical Assistance Center, MPO Frequently Asked Questions, February 2020](#)
- (37). [23 CFR 450.310\(d\)\(1\)\(ii\) and \(iii\)](#)
- (38). [s 339.175\(6\)\(d\), F.S.](#)
- (39). [s 339.175\(6\)\(e\), F.S.](#)
- (40). [ss 427.015\(2\), F.S.](#)
- (41). [ss 427.015\(2\), F.S.](#)
- (42). [23 CFR 450.312\(i\)](#)
- (43). [Resource: FDOT, A National Synthesis of Transit and Complete Streets Practices, April 2018](#)
- (44). [Resource: FDOT, Methodology for linking Greenways and Trails with Public Transportation in Florida, February 2016](#)
- (45). [https://www.transportation.gov/grants/SS4A](#)
- (46). [14-73.001 F.A.C](#)
- (47). [s 341.052\(2\)\(b\), F.S.](#)
- (48). [Resource: Reconnecting Communities Pilot Program](#)
- (49). [ss 427.015\(3\), F.S.](#)
- (50). [49 CFR 625.45\(e\)](#)
- (51). [49 CFR 625.53\(b\)](#)
- (52). [23 CFR 490.105\(e\)\(5\)](#)
- (53). [Resource: All Stations Accessibility Program Fact Sheet](#)
- (54). [49 CFR 673.15\(a\)](#)
- (55). [23 CFR 450.322\(h\)\(1\)\(ii\) and \(iii\)](#)
- (56). [23 CFR 450.318\(a\)](#)