4. Transportation Improvement Program

Key Chapter Changes

The Transportation Improvement Program (TIP) chapter was updated to streamline content and focus on the roles and responsibilities of Florida Department of Transportation (FDOT) District Metropolitan Planning Organization (MPO) Liaisons in the TIP process (October 5, 2026).

CHAPTER 4
Transportation Improvement Program

4.1 Introduction

The Transportation Improvement Program (TIP) is a prioritized listing of transportation projects programmed for funding that is developed and formally adopted by a Metropolitan Planning Organization (MPO) as part of the metropolitan transportation planning process. TIPs are required for projects to be eligible for federal funding, and they must be consistent with the MPO's Long Range Transportation Plan (LRTP).

Table 4.1 Citations for Transportation Improvement Programs

Citation	Title
23 CFR 450.104	Definitions (Transportation Planning and Programming)
23 CFR 450.218	Development and content of the Statewide Transportation Improvement Program (STIP)
23 CFR 450.326	Development and Content of the Transportation Improvement Program (TIP)
23 USC 134(j)	Metropolitan Transportation Planning
s. 339.175(8), FS	Transportation Improvement Program

While federal law requires TIPs to cover four years, Florida law requires the TIP to cover an additional year, for a total of five years. The fifth year of the TIP is considered illustrative for federal purposes. MPOs, in coordination with the Florida Department of Transportation (FDOT) and public transportation operators, are required to annually update their TIPs, dropping the current year of projects and adding a new fifth year.

The Statewide Transportation Improvement Program (STIP) includes the finalized TIPs of all 27 MPOs in Florida, as well as projects from non-metropolitan areas. The STIP is updated annually and covers a four-year planning horizon.

This chapter guides FDOT District MPO Liaisons in supporting the development, review, and implementation of MPOs' TIPs. Specific District MPO Liaison responsibilities include the following:

- TIP Development
  - Serve as FDOT's primary point of contact by maintaining communication between MPOs, FDOT Districts, Central Office, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).
  - Communicate MPO priorities to FDOT and help develop the MPO's List of Project Priorities (LOPP).

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- Provide technical guidance on TIP content, format, and required elements.
- Review TIPs to confirm consistency with federal and state requirements, FDOT's Five-Year Work Program, and the MPO's LRTP.
- Work with the MPO to address any issues with the draft TIP and ensure it is adopted and submitted on time.

❖ TIP Implementation

- Assist MPOs in determining when TIP and/or STIP revisions are required.
- Support MPOs in preparing TIP revisions and confirm required project information, plan consistency, and other documentation is completed.
- Coordinate the review and processing of TIP revisions.

Table 4.2 Key Resources in this Chapter

Resource Name	Description
District MPO Liaison Toolkit	Provides District MPO Liaisons with guidance, checklists, templates, and other tools needed to coordinate consistently and effectively with MPOs.
Efficient Transportation Decision Making (ETDM) Manual	Provides the procedures for FDOT's ETDM planning and programming screening processes.
FDOT Procedural Document Library (PDL)	FDOT's official repository for all forms, policies, procedures, and manuals.
FDOT Work Program Instructions	Provides FDOT's official policies, procedures, and requirements used to implement the projects in FDOT's Five-Year Work Program.
Grant Applications Process (GAP)	FDOT's web-based system is used to submit and coordinate the review of draft and final TIPs, TIP revisions, and related materials.
MPO Partner Site	An information hub that promotes collaboration, information sharing, and coordination between District MPO Liaisons, MPOs, and federal partners.
Performance Data Integration Space (PDIS)	FDOT's hub for information and resources to assist with data-driven transportation decision-making.
Planning and Assistance Training Hub (PATH)	A centralized resource providing guidance materials, templates, and tools related to metropolitan transportation planning documents and processes.
Project Development and Environment (PD&E) Manual	Outlines FDOT's procedures for complying with the National Environmental Policy Act (NEPA) of 1969 and other federal and state laws and regulations related to environmental review.
STIP Amendment Tool	FDOT's portal for submitting STIP Amendments.

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4.1.1 Projects to Be Included in the TIP

District MPO Liaisons are responsible for confirming that TIPs include all projects and project phases required by federal and state law. Required projects include:

- Capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the Metropolitan Planning Area (MPA) proposed for federal, state, or local funding,
- All regionally significant projects requiring an action by the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), regardless of funding source,
- For information purposes, all regionally significant projects proposed to be funded with federal funds other than those administered by FHWA or FTA, as well as all regionally significant projects to be funded with non-federal funds,
- Projects listed in FDOT's 23 Code of Federal Regulations (CFR) Part 667 Report (which can be found on FDOT's PDIS website), and
- All Federal discretionary grants that fund capital projects under Title 23 or Title 49.

Note: Regionally significant projects are transportation projects that serve regional transportation needs such as access outside the region, major activity centers, planned developments, or transportation terminals and would normally be included in the modeling of the metropolitan transportation network. At a minimum, this includes principal arterial highways and fixed-guideway transit facilities that provide an alternative to regional highway travel.

Table 4.3 Citations for Projects to be Included in the TIP

Citation	Title
23 CFR 450.326(e)-(i)	Development and Content of the Transportation Improvement Program
23 CFR 667	Periodic Evaluation of Facilities Repeatedly Requiring Repair and Reconstruction Due to Emergency Events
s. 339.175(8)(c), FS	Metropolitan Planning Organization Transportation Improvement Program

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District MPO Liaisons should also confirm that each project or project phase listed in the TIP includes the following information:

- Sufficient descriptive information (type of work, termini, length, etc.) to identify the project or phase,
- Estimated total project cost, which may extend beyond the four years of the TIP,
- The amount and source of federal and non-federal funds by year,
- Identification of the agencies responsible for carrying out the project or project phase, and
- Identification of projects that implement Americans with Disabilities Act (ADA) paratransit and key station plans (in areas that are required to have these plans).

MPOs may group projects together by function, work type, and/or geographic area if the projects are not considered to be of appropriate scale for individual identification in a given program year.

4.1.2 Performance Management

Performance management is an approach to transportation planning and programming that connects investments to outcomes tracked through performance measures and targets. Federal law requires states, MPOs, and public transportation providers to implement Transportation Performance Measures (TPM) that guide investment and policy decisions to help achieve performance goals. Three FHWA Performance Measures (PM) and two FTA rules have been established to assess highway safety (PM1), bridge and pavement condition (PM2), system performance and freight movement (PM3), transit asset management (TAM), and transit safety. Federal rules and regulations also specify how MPOs should set performance targets, report performance, and integrate performance management into their LRTPs and TIPs.

Table 4.4 Citations for Performance Management

Citation	Title
23 CFR 450.306(d)	Scope of the Metropolitan Transportation Planning Process
23 CFR 450.326(c)-(d)	Development and Content of the Transportation Improvement Program
23 USC 150	National Goals and Performance Management Measures
23 USC 134(j)	Metropolitan Transportation Planning
s. 339.175(10)(b)	Metropolitan Planning Organization Agreements and Accountability

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In the context of the TIP, this means that MPOs must show how the collective set of projects in the TIP is expected to support progress toward adopted performance targets. Rather than evaluating individual projects separately, the TIP must describe the anticipated effect of the overall program of investments on achieving these targets and demonstrate consistency with the MPO's LRTP.

To assist MPOs in meeting federal requirements for incorporating performance management into the TIP, FDOT's Systems Forecasting and Trends Office (SFT) has developed a TIP TPM Template, available for download on SFT's Performance Data Integration Space. The TIP TPM Template includes descriptions of each performance target and standardized language that MPO's may adapt as needed to update their TIPs. District MPO Liaisons should ensure MPOs have access to and utilize the TIP TPM Template when updating their TIPs. **Using the TIP TPM template to develop the MPO's TIP will ensure that the TIP meets all federal requirements for performance management.** Other District MPO Liaison responsibilities related to performance management and TIPs include:

- Supporting MPOs in understanding and applying federal and state performance management requirements during TIP development,
- Coordinating with MPOs, FDOT District staff, and Central Office to confirm TIP consistency with statewide performance targets and the Work Program,
- Assisting MPOs in documenting performance target adoption and required performance management narratives in the TIP, and
- Reviewing TIP performance management content for alignment with adopted targets and the TIP TPM template.

4.1.3 Public Involvement

MPOs are required to develop and adopt a Public Participation Plan (PPP) that defines the MPO's process for providing reasonable opportunities for involvement in the metropolitan transportation planning process to the public and affected agencies. This includes providing opportunities for the public and all interested parties to review and comment on the MPO's proposed TIP. During TIP development, District MPO Liaisons should confirm that MPOs:

- Develop their TIPs in alignment with the policies and procedures laid out in their PPPs,
- Provide reasonable notice of opportunities for individuals, groups, or agencies to comment on the draft TIP,

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- Make the TIP readily available to the public, including in electronically accessible formats (to the maximum extent practicable),
- Involve Indian Tribal Governments (if the MPA includes Tribal Lands), and
- Involve federal land management agencies (if the MPA includes federal public land).

Table 4.5 Citations for Public Involvement

Citation	Title
23 CFR 450.316(a & b)	Interested Parties, Participation, and Consultation
23 CFR 450.326(b)	Development and Content of the Transportation Improvement Program
23 USC 134(j)	Metropolitan Transportation Improvement Program
s. 339.175(8)	Metropolitan Planning Organization Transportation Improvement Program

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4.2 TIP Development

Under state law, the TIP is updated annually and approved by the MPO and the Governor (or the FDOT Secretary acting as the Governor's delegate). As the TIP is based on the FDOT Five-Year Work Program and is incorporated into the STIP, the schedule for TIP development must be compatible with the development schedule of the Work Program and the STIP. **Table 4.1** provides an overview of the TIP development process, beginning with the development of the LOPP, then the Tentative Work Program and draft TIP, followed by the Adopted Work Program, final TIP, and STIP. The TIP schedule depends on when the Florida legislative session begins. In odd-numbered years, the Florida Legislature convenes in March, while in even-numbered years the Legislature convenes in January. Due to the earlier start, even-numbered years are considered to have an "accelerated schedule." District MPO Liaisons should inform MPOs that in these accelerated even-numbered years, it is considered best practice for the MPO to submit the LOPP before **August 1** to avoid delays when FDOT begins developing the Tentative Work Program. Other District MPO Liaison responsibilities during the development of the MPO's TIP include:

- Advising the MPO on the development of their LOPP and confirming they submit the LOPP to the District by August 1;
- Communicating between the District and the MPO as the District reviews LOPPs and develops the Tentative Work Program;
- Sharing the TIP Download Files with the MPO after the Tentative Work Program is finalized;
- Assisting the MPO with the development of their draft TIP;
- Reviewing draft TIPs for compliance with federal and state regulations; and
- Confirming the MPO uploads its final TIP into the **Grant Applications Process (GAP) system** by **July 15**.

> Additional guidance, forms, templates, and training materials related to TIP development can be found on the **Planning and Assistance Training Hub (PATH) website.**

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Table 4.6 Citations for the TIP Development Schedule

Citation	Title
23 CFR 450.326(a)	Development and Content of the Transportation Improvement Program
23 CFR 450.330(a)	Transportation Improvement Program Action by the FHWA and the FTA
23 USC 134(j)(1)(D)	Metropolitan Transportation Improvement Program Updating and Approval
23 USC 135(g)(5)(D)(i)	Statewide Planning Funding
s. 339.175(8), FS	Metropolitan Planning Organization Transportation Improvement Program

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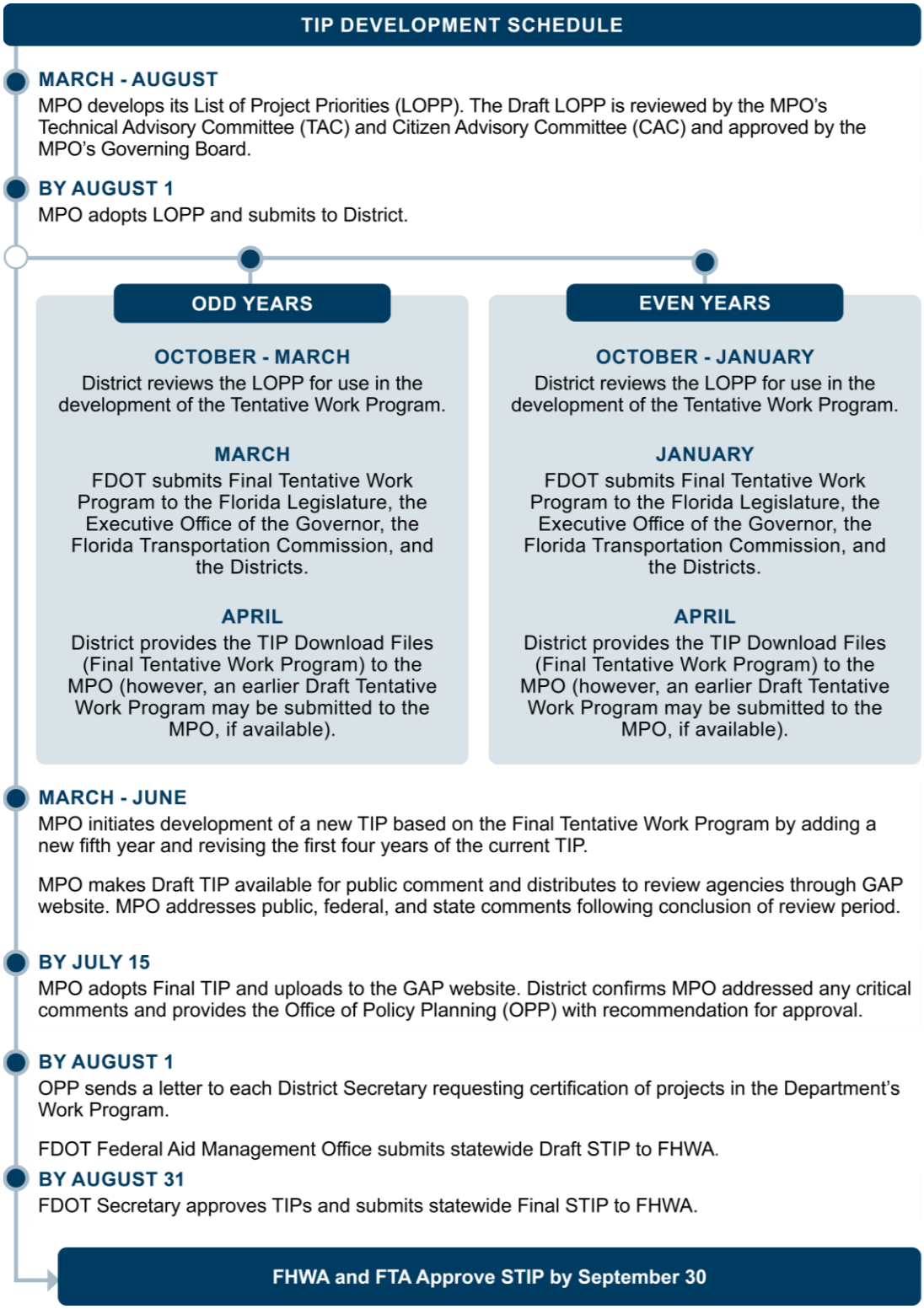
Figure 4.1 TIP Development Schedule



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4.2.1 List of Project Priorities (LOPP)

The development of a new TIP begins with the development of the MPO's LOPP. The LOPP is an annual list that identifies the MPO's highest-priority projects to fund and advance for implementation. This list is the foundation for each MPO's TIP and the District's annual Work Program. The LOPP must be based upon project selection criteria in s.339.175(8)(b), FS. FDOT assumes that the projects in each LOPP are listed in sequential priority order.

Table 4.7 Citations for the List of Project Priorities

Citation	Title
23 CFR 450.326(a)	Development and Content of the Transportation Improvement Program
23 USC 134(c), (j), (h)	General Requirements, Scope of Planning Process, Metropolitan Transportation Improvement Program
23 USC 139(g)(1)(A)	Coordination and Scheduling
s. 339.175(8), FS	Metropolitan Planning Organization Transportation Improvement Program

With the assistance of District MPO Liaisons, MPOs develop their LOPPs between March and August of the year before the final TIP will be adopted. LOPPs must be submitted to the District by **August 1**. LOPPs also must be formally reviewed by the MPO's Technical Advisory Committee (TAC) and Citizens' Advisory Committee (CAC) and approved by the MPO's Governing Board before being submitted. Approved LOPPs will then be used by FDOT in developing the Tentative Work Program.

District MPO Liaisons play a critical role in facilitating communication between District and MPO staff to ensure the MPO's project priorities are clearly defined and understood. District MPO liaisons share information on funding availability, programming constraints, and project readiness to guide LOPP development and support alignment between MPO priorities and FDOT programming decisions. This collaboration helps ensure that MPO project priorities are accurately conveyed to FDOT and reflected, to the greatest extent possible, in the Work Program and STIP. For additional guidance, refer to the "FDOT-MPO Partnerships: Enhancing Communication and Collaboration" document available on the PATH website.

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Each District's Office of Work Program will program the projects in the LOPP in priority order to the maximum extent possible. If issues arise regarding programming, District MPO Liaisons should facilitate consultation between the District and the MPO to confirm projects programmed in the TIP reflect the MPO's top priorities. For more information regarding coordination with MPOs, refer to the **FDOT Office of Policy Planning (OPP) Memorandum on Programming Surface Transportation Block Grant (STBG) Urban Funds (SU)** found on the PATH website.

During the LOPP development process, District MPO Liaisons are responsible for:

- Advising the MPO on the development of the LOPP between March and August,
- Confirming the MPO's TAC, CAC, and Governing Board review and approve the LOPP,
- Facilitating coordination to address any issues related to programming decisions, and
- Confirming the MPO submits the LOPP to the District by **August 1** each year. **Note:** The District and the MPO may agree in writing to vary the August 1 submittal date.

4.2.1.1 Efficient Transportation Decision-Making Screening Process

The Efficient Transportation Decision-Making (ETDM) screening process is used to conduct environmental reviews related to highway projects. ETDM is split into two screening phases: planning and programming. The ETDM planning screen focuses on project feasibility, early consideration of topics, project mitigation, identification of impacts, and data gathering for project analysis. The ETDM programming screen is used to identify significant environmental and social issues about priority projects and to develop a methodology for focused technical studies to address potentially significant issues.

District MPO Liaisons should inform MPOs that all major capacity projects included in the LOPP, except for Strategic Intermodal System (SIS) and bridge replacement projects, should be screened through the programming screen of the ETDM process. As a best practice, District MPO Liaisons should also encourage MPOs to screen state and locally funded projects not on the State Highway System (SHS), though this is not required. Refer to the ETDM Manual for specific information about the ETDM programming screen.

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4.2.2 TIP Content and Required Elements

While no specific format for the TIP is described in federal or state laws, this section outlines the minimum content needed to meet legal requirements and FHWA and FTA expectations. To confirm compliance with these requirements, District MPO Liaisons should use the TIP checklist found in the PATH website to guide TIP development and reviews.

Table 4.8 Citations for TIP Content and Required Elements

Citation	Title
23 CFR 450.316	Interested Parties, Participation, and Consultation
23 CFR 450.322	Congestion Management Process in Transportation Management Areas
23 CFR 450.326	Development and Content of the Transportation Improvement Program
23 CFR 450.332(b & c)	Project Selection from the Transportation Improvement Program
23 CFR 450.334	Annual Listing of Obligated Projects
23 USC 134(j)	Metropolitan Transportation Improvement Program
s. 339.175(6)(c)(1), FS	Metropolitan Planning Organization Powers, Duties, and Responsibilities
s. 339.175(8), FS	Metropolitan Planning Organization Transportation Improvement Program
s. 427.015(1), FS	Function of the Metropolitan Planning Organization or Designated Official Planning Agency in Coordinating Transportation for the Transportation Disadvantaged
41-2.009(2), FAC	Designated Official Planning Agency

4.2.2.1 Required Content

Various federal and state regulations, shown in **Table 4.8**, identify what an MPO must include in the TIP. District MPO Liaisons should advise MPOs on required content as they develop their TIPs. Required TIP contents include:

- All projects and project phases to be advanced over the next five fiscal years,
- Demonstration of consistency with the MPO's LRTP, local government comprehensive plans, and other planning activities within the MPO's area,

- Description of how the TIP was developed in coordination with local governments, the state, public transportation operators, and other MPOs (if applicable),
- Description of the public involvement process for developing the TIP (see **4.1.3 Public Involvement**)
- Reporting on transportation performance measures (see **4.1.2 Performance Management**), and
- Demonstration of fiscal constraint through consistency with the FDOT Work Program.

4.2.2.2 Project Listing

At its core, the TIP is a listing of all projects and project phases recommended for advancement in the next five fiscal years. During TIP development, District MPO Liaisons should confirm the TIP project list includes:

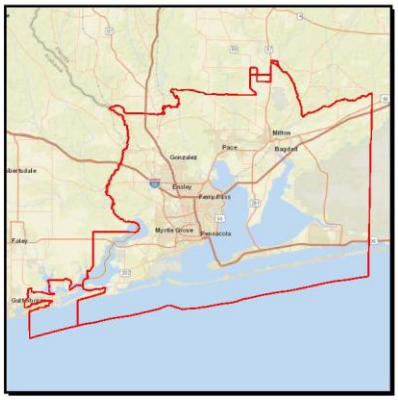
- All projects and project phases to be funded with federal, state, and local funds within the TIP's timeframe,
- All regionally significant projects requiring FHWA/FTA action, regardless of funding source,
- Sufficient descriptive information to identify each project or project phase (such as type of work, termini, length, etc.),
- The estimated total cost, funding amounts and sources by year, the responsible agency, and the Financial Project Number (FPN) for each project or project phase, and
- The FTA section number (for FTA projects).

Figure 4.2 shows a sample TIP project listing from the Florida-Alabama TPO.

Figure 4.2 Sample TIP Project Listing

Florida-Alabama TPO Transportation Improvement Program - FY 2023/24 - 2027/28

4217172 **FLORIDA-ALABAMA TPO** **Non-SIS**



Work Summary: MODAL SYSTEMS PLANNING
From:
To: SECTION 5305
Lead Agency: TPO
LRTP #: #31 in Mod. Report p.41

Phase	Fund Source	2023/24	2024/25	2025/26	2026/27	2027/28	Total
PLN	DU	172,720	177,901	180,808	0	0	**531,429**
PLN	DPTO	21,589	22,237	22,601	0	0	**66,427**
PLN	LF	21,589	22,237	22,601	0	0	**66,427**
Total		**215,898**	**222,375**	**226,010**	**0**	**0**	**664,283**

Prior Cost < 2023/24: 2,062,698
Future Cost > 2027/28: 0
Total Project Cost: 2,726,981
Project Description: TPO Public Transportation Project Priority.
Florida Alabama TPO FTA 5305 Planning Grant.

Transportation Improvement Program FY24-28 (Amended February 7, 2024)

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For FTA funded projects, projects in the TIP or STIP need to be described in detail and to delineate between minor projects and major projects. Major projects must be listed in an approved Transportation Development Plan (TDP). Minor activities that are not considered to be of an appropriate scale for individual identification can be grouped by function.

District MPO Liaisons must be aware that projects that have advanced to the design stage of preliminary engineering can only be removed or rescheduled in a subsequent TIP through joint action of the MPO and FDOT. Additionally, these projects may not be rescheduled earlier than the fifth year of the subsequent TIP, unless recommended in writing by the District Secretary

4.2.2.2.1 ANNUAL LISTING OF OBLIGATED PROJECTS

Within 90 calendar days after each program year, the MPO, FDOT, and public transportation operators must cooperatively prepare a list of projects for which federal funds were obligated during the preceding year. District MPO Liaisons should coordinate with District Transit staff, MPOs, and transit agencies to confirm all applicable highway and transit projects are included. The listing must be included as an appendix to the TIP and posted on the MPO's website.

4.2.2.3 Plan Consistency

Plan consistency means confirming the TIP aligns with and implements the MPO's adopted LRTP and other relevant transportation plans and planning activities within the MPO's area. This confirms that the projects in the TIP come from adopted plans and reflect the transportation goals, policies, and priorities established by those plans. Because the TIP is the short-range funding program that advances projects to implementation, it is important that District MPO Liaisons confirm that TIPs demonstrate plan consistency. During TIP development, District MPO Liaisons should advise MPOs on clearly describing and documenting how the TIP was developed with due consideration of other planning activities in the MPO area, including demonstrating:

- Alignment with the MPO's adopted LRTP, including showing how TIP projects reflect LRTP goals, policies, and investment priorities (often by identifying where projects are found in the LRTP),
- Consistency with public transportation development plans and affected seaport, airport, and spaceport master plans,
- Consistency with local government comprehensive plans within the MPO area (including documenting and justifying any inconsistencies when applicable), and
- Coordination with other MPOs when projects overlap MPO boundaries.

4.2.2.4 Fiscal Constraint

District MPO Liaisons should confirm that each TIP is fiscally constrained by year and will remain so, with clear documentation showing that expected funding can cover project costs. Funding estimates must be developed cooperatively by the MPO, FDOT, and public transportation operators. Only projects or phases with reasonably anticipated funding should be included in the TIP. Reasonably anticipated funding is measured through the TIP financial plan by comparing, for each program year, expected revenues with the costs of programmed projects or phases using year-of-expenditure dollars. Revenue sources and assumptions must be documented, and any proposed new funding source must include a strategy for

confirming its availability. To support this, District MPO Liaisons should communicate to the MPOs that a best practice is to include a table comparing annual funding sources and amounts to total project costs by year, demonstrating that the TIP can be implemented using reasonably available public and private resources. While some projects may not be fully funded within the timeline of the TIP, they must be fully funded within the 20-year horizon of the MPO's LRTP. To confirm fiscal constraint, District MPO Liaisons should advise MPOs on developing TIPs that:

- Demonstrate sufficient funds (federal, state, local, and private) to implement proposed transportation system improvements,
- Compare funding sources and amounts, by year, to total project costs (often best shown in a summary table),
- Use year-of-expenditure dollars for revenue and cost estimates, and
- Discuss the development of Transportation Disadvantaged (TD) services, including a description of costs and revenues from TD services and a list of improvements funded with TD funds.

4.2.3 TIP Submittal and Review Process

After FDOT has developed the Tentative Work Program, the Districts will provide each MPO with the TIP Download Snapshot which contains the programming information and data that MPOs will use to develop their draft TIPs.

Table 4.9 Citations for TIP Submittal and Review

Citation	Title
23 CFR 450.326	Development and Content of the Transportation Improvement Program
s. 339.175(8), FS	Metropolitan Planning Organization Transportation Improvement Program

District MPO Liaisons should communicate to MPOs that they must make the draft TIP available to all reviewing agencies and affected parties and they must provide adequate opportunity to review and comment on it.

The steps on the following pages outline the process for submittal and review of the new TIP.

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Step 1: Development of Draft TIP

Beginning in **the spring**, the District MPO Liaison verifies that the MPO has received the TIP Download Snapshot and initiates development of a new TIP based on the Final Tentative Work Program, adding a new fifth year and revising the first four years of the current TIP.

Step 2: Review of Draft TIP and Public Comment

Between **March and June**, the District MPO Liaison directs the MPO to submit the draft TIP to the District and other parties through the GAP system**.** The District MPO Liaison should also confirm that the MPO makes the draft TIP available for public comment according to the policies and procedures established in the MPO's PPP.

Within **14 calendar days** of receiving the draft TIP, the District MPO Liaison will review it using the TIP Checklist (available on the PATH website) and prepare comments as necessary. After completing their review, the District MPO Liaison will upload the TIP Checklist and comments into the GAP system. The GAP system workflow will facilitate OPP's review of the draft TIP. OPP will coordinate with FHWA and FTA for their review of the draft TIP.

When reviewing the draft TIP using the TIP Checklist, the District MPO Liaison should employ the following system for providing comments.

- **Editorial:** These comments **may** be addressed, but such corrections will not affect approval of the TIP. Examples of editorial comments include grammatical, spelling, and other related errors.
- **Enhancement:** These comments **may** be addressed, but the TIP already meets the minimum requirements for approval. Enhancement comments will significantly improve the document's quality and the public's understanding. These comments may pertain to improving graphics, re-packaging the document, using plain language, reformatting for clarity, removing redundant language, suggesting alternative approaches to meet minimum requirements, etc.
- **Critical:** These comments **must** be addressed to meet minimum federal and state requirements for approval. The reviewer must identify the applicable federal or state policies, regulations, guidance, procedures, or statutes with which the TIP does not conform.

Following the conclusion of the review period, the District MPO Liaison confirms that the MPO addresses comments from the public, as well as federal and state review agencies. **If the District MPO Liaison**

cannot recommend approval upon review of the TIP, the District MPO Liaison should coordinate with the MPO to resolve deficiencies and issues before any other party reviews the TIP.

Step 3: Submittal of Final TIP

By **July 15**, the District MPO Liaison must confirm:

- The MPO has addressed all critical comments on the draft TIP;
- The MPO has adopted the updated TIP; and
- The MPO has uploaded the updated TIP into the GAP system.

Once the District MPO Liaison reviews and approves the final TIP in GAP, the system will notify all parties involved in the review process. The District MPO Liaison also must confirm that the MPO submits the adopted TIP to the Florida Department of Commerce (FloridaCommerce) at least **45 days** before FDOT submits the STIP to the FHWA and the FTA for approval. This submittal date may vary if FDOT, FloridaCommerce, and the MPO agree in writing to an alternative submittal date. This review is completed in the GAP system.

FloridaCommerce reviews each MPO's TIP for consistency with affected local government comprehensive plans and identifies any inconsistent projects. FloridaCommerce will notify the MPO of any issues and forward their findings to the Florida Transportation Commission and FDOT. If a project is inconsistent, the District MPO Liaison should direct the MPO to provide clear justification in the TIP. Resolution of inconsistencies is required before authorization if the project is in the first year of the TIP, or before submission of the next TIP if the project is in later years.

Step 4: Review by Federal Agencies

OPP will request that the FHWA Florida Division Office review the TIPs and provide written comments in the GAP system within **30 calendar days** of receipt. The District MPO Liaison will send a digital copy of the TIP to FTA for review and confirms FTA provides any written comment within **30 calendar days** of receipt. Through the GAP system, FHWA will notify OPP and the District in the event they find any TIP to be deficient or incomplete. The District MPO Liaison will coordinate with the MPO to resolve issues as soon as possible since federal-aid funding cannot be approved until the TIP is approved and incorporated into the STIP by **September 30** each year.



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Upon resolution of deficiencies, the District MPO Liaison confirms the MPO resubmits the corrected TIP to the District and notifies OPP of the correction. OPP will then notify the FHWA Florida Division Office. Upon confirmation that the issues have been resolved to the satisfaction of the FHWA and the FTA, OPP will recommend the TIP to the Secretary for approval and incorporation into the STIP.

Step 5: Approval of Final TIPs by the Secretary of Transportation and Submittal of the Final STIP to FHWA and FTA for Joint Approval

Once the TIP has been approved by all review agencies and the Districts have formally recommended approval of all TIPs, OPP prepares all TIPs for approval by the Secretary and incorporation into the STIP by reference. The Governor has designated the Secretary of FDOT to approve TIPs. The Secretary will approve all TIPs by **August 31** of each year to allow adequate time for review and approval of the draft STIP by FHWA and FTA by **September 30** before the beginning of the federal fiscal year on **October 1.**

4.3 TIP and STIP Implementation

4.3.1 *TIP and STIP Revisions*

At times, TIPs and the STIP may require revisions due to changes in project scope, cost, funding, or scheduling. TIP revisions fall into two primary categories: modifications and amendments. In addition, two special amendment types, roll forward and administrative amendments, are used during the transition between the state and federal fiscal years **(July 1 – September 30).** TIP modifications and amendments will be processed through the GAP system, which notifies the appropriate agency contacts for review. Across all types of revisions, District MPO Liaisons are responsible for:

- Identifying when revisions to the TIP are needed and determining the appropriate revision type,
- Coordinating with MPO staff and FDOT offices to process revisions,
- Verifying all the appropriate modification and amendment materials are uploaded to the GAP system to facilitate reviews,
- Reviewing TIP amendment materials for completeness and accuracy, and
- Confirming revisions are processed in a timely manner to avoid delays in project authorization.

Table 4.10 Citations for TIP and STIP Revisions

Citation	Title
23 CFR 450.326	Development and Content of the Transportation Improvement Program
23 CFR 450.328	Transportation Improvement Program Revisions and Relationship to the STIP
23 CFR 450.104	Definitions
s. 339.175, FS	Metropolitan Planning Organization
s. 339.135(7), FS	Metropolitan Planning Organization Long Range Transportation Plan
s. 339.175(14). FS	Metropolitan Planning Organization Voting Requirements

4.3.2 TIP Modifications

A **modification** is a minor revision to a TIP or STIP that does not significantly change project cost, funding source, or scope. Modifications are intended to address routine administrative adjustments and are used when a revision does not meet the criteria for a formal TIP/STIP amendment. TIP modifications are generally performed by the MPO Executive Director and do not require public review and comment, demonstration of fiscal constraint, a conformity determination, or a corresponding revision to the STIP.

Revisions that are typically processed as modifications include minor changes to:

- Project or phase costs that do not exceed established thresholds,
- Funding sources for projects already included in the TIP,
- Project limits, and
- Project or phase initiation dates.

District MPO Liaisons are responsible for reviewing and approving any TIP modifications in the GAP system. After approval, the modification will move through the GAP workflow automatically. District MPO Liaisons must remain aware of all TIP modifications to confirm continued consistency with the FDOT Work Program and to anticipate potential impacts to future federal authorization requests. For more information, refer to the GAP Workflow White Paper, available on the PATH website.

For information on STIP modifications, refer to the **STIP Information website**.

4.3.3 TIP Amendments

An **amendment** is a revision that involves a major change to the programming, funding, or scope of a project in a TIP or the STIP. Amendments require public review and comment, demonstration of financial constraint, MPO Board approval, and a conformity determination (if applicable).

Revisions that typically require an amendment include:

- Adding or deleting a project or project phase from the current TIP/STIP,
- Changes that adversely impact the financial constraint of the TIP/STIP, including cost estimate increases, and
- Major changes to project scope or design concept.

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For more information on the criteria for TIP/STIP amendments, refer to Part IV, Chapter 5: Statewide and Local Transportation Improvement Programs (TIP and STIP) of the FDOT Work Program Instructions.

TIP/STIP amendments are processed by FDOT on a monthly basis. In order for amendments to be processed on time, District MPO Liaisons must review and submit them to OPP and/or the Federal Aid Management Office (FAMO) by the **10th of each month.** This enables FHWA to routinely approve TIP/STIP amendments by the end of each month. **Note: No STIP Amendments are processed in September due to the high workload and deadlines associated with the beginning of the new federal fiscal year on October 1.** District MPO Liaisons may continue to work with the MPOs to develop amendments during this time, but they will not be processed until after October 1.

In rare situations, an MPO may process an emergency TIP amendment when a project change requires immediate action prior to a regular MPO Board meeting. This is permitted only if the MPO Board has delegated authority to the MPO Executive Director or Board Chair and the process is documented in the MPO's bylaws, operational procedures, and public involvement plan. District MPO Liaisons should coordinate with the MPO early in the project development process to avoid these situations to the maximum extent possible.

During the TIP/STIP amendment process, District MPO Liaisons are responsible for:

- Coordinating with the MPO to identify when a TIP amendment is required and confirming whether a corresponding STIP amendment is necessary,
- Advising the MPO in the development of a TIP/STIP amendment package,
- Reviewing the TIP/STIP amendment to confirm accuracy and completeness (the required contents of the amendment package can be found in Part IV, Chapter 5: Statewide and Local Transportation Improvement Programs, of the FDOT Work Program Instructions),
- Confirming that complete TIP/STIP amendment packages are submitted through FDOT's STIP Amendment Tool for OPP review. Following OPP review, the Tool forwards the request to FAMO, which consolidates it with other requests for submission to FHWA and FTA, as applicable.
- Working with the MPO, OPP, and FHWA/FTA to address any issues or deficiencies.

The STIP Amendment Tool is FDOT's electronic application for submitting, reviewing, and routing STIP Amendment requests. District MPO Liaisons should refer to the STIP Amendment Tool Guidance on PATH or the STIP Tool course in Learning Curve for detailed instructions.

Additionally, District MPO Liaisons should keep the following items in mind:

- Amendments require state review and federal approval before the included federally funded projects can be authorized.
- TIP amendment requests may be made by the District to the MPO.
- TIP amendments brought before the MPO Board that affect projects in the first three years of the TIP must be approved by the MPO with a recorded roll call vote of a majority of the membership present.

4.3.3.1 Work Program Amendments

TIP amendments are closely related to FDOT Five-Year Work Program amendments and require coordinated action. When a new project is added to the Work Program, but the project is not already in the TIP or STIP, a TIP amendment is required before funding authorization can proceed. Conversely, many TIP amendments also require a corresponding Work Program amendment. The process for amending the Work Program is separate and distinct from the TIP/STIP amendment process. For a more detailed explanation of the steps involved, refer to Part III, Chapter 3: Amendments of the FDOT Work Program Instructions.

It is important to note that **TIP/STIP amendments cannot be processed until the related Work Program amendment has been approved.** This entire amendment process may take two months or more to complete. To avoid delays to project schedules or funding availability, District MPO Liaisons should monitor changes to the Work Program and coordinate with the appropriate District offices and the MPO to prepare a TIP Amendment. **Figure 4.3** shows the process for amending the MPO's approved TIP.

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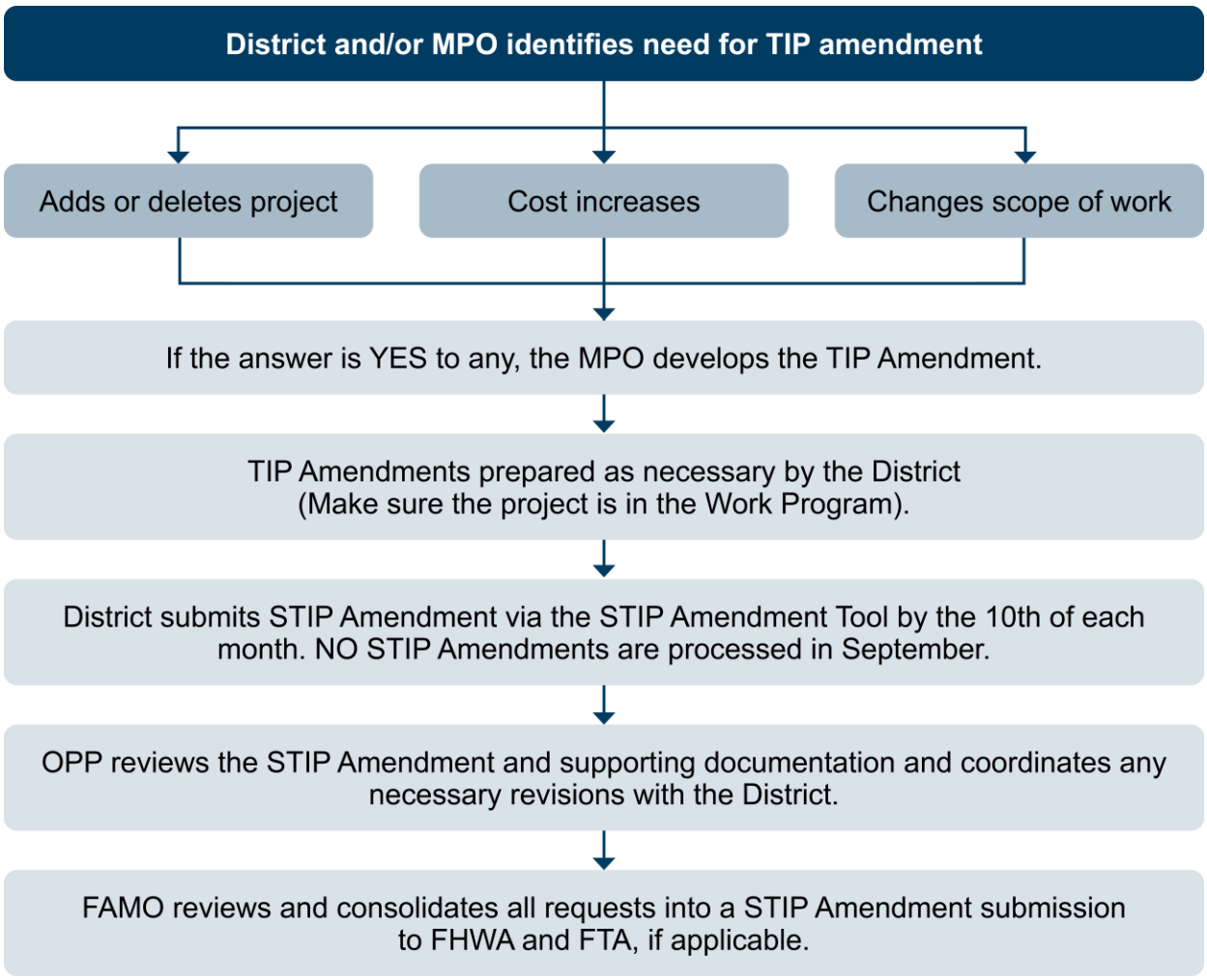
Figure 4.3 TIP Amendment Process



4.3.3.2 Roll Forward TIP Amendments

The Work Program roll forward occurs as part of FDOT's broader annual budget roll-forward process. At the close of the state fiscal year on June 30, eligible project phases and associated budget authority that were programmed but not authorized are carried into the first year of the new Adopted Work Program. This process applies to the statewide Work Program, not only to projects within MPO areas. A roll forward TIP amendment addresses the portion of this broader budget process that affects projects required to be included in an MPO's TIP.

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Each Spring, the FDOT Office of Work Program and Budget (OWPB) provides the Districts with the Tentative Work Program scheduled to take effect on **July 1**. MPOs use the Tentative Work Program to prepare their new TIPs, and year one of the TIP should match year one of the Work Program. Because the TIP is developed before the prior state fiscal year closes, some projects expected to be authorized by **June 30** may remain unauthorized. These projects are included in the new Work Program and State Transportation Improvement Program (STIP) through the statewide roll-forward process but are not automatically added to the TIP. Therefore, the MPO must process a roll forward TIP amendment to reconcile the TIP with the Work Program.

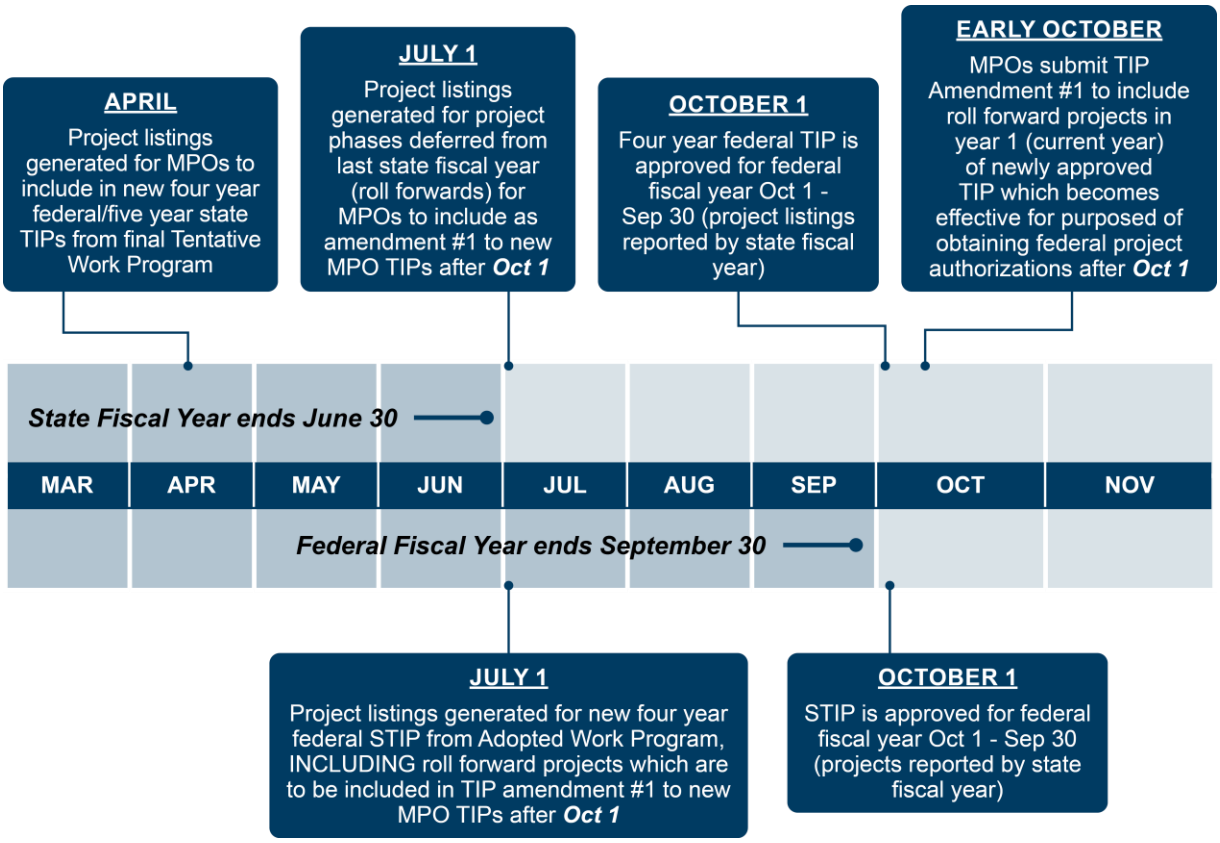
Around mid- to late July, OWPB posts the MPO Roll Forward Report, which identifies the affected projects by District and MPO. The District MPO Liaison should provide the applicable report to the MPO and assist with processing the roll forward TIP amendment. The MPO may process the amendment once the report is available; however, FHWA will not recognize its approval until after **October 1**, when the new TIP becomes effective for federal purposes. A corresponding roll forward STIP amendment is not required because the projects are already included in the new STIP.

Figure 4.4 presents an overview of the roll forward amendment process.

4.3.3.2.1 ROLL FORWARD TIP AMENDMENTS (FTA PROJECTS)

Unlike all other projects, FTA projects do not automatically roll forward in the Work Program. Non-budgeted projects that utilize 49 USC Sections 5307, 5337, and 5339 funds that are not obligated in the previous year will not roll forward. A limited number of budgeted projects will roll forward into the new STIP. Unless District MPO Liaisons and the Public Transportation Office are mindful of rolling forward FTA-funded projects, there is a risk that they could mistakenly drop out of the Work Program and, consequently, the STIP. If that happens, the project will not be eligible for FTA funding when the time comes to authorize it, and a STIP Amendment will be needed to put the project back into the STIP**. Therefore, special care must be taken to confirm the Roll Forward TIP Amendment includes FTA-funded projects.** The District Public Transportation Office (PTO) should coordinate with the Central Office PTO and the respective transit agencies to identify these projects. The District MPO Liaison must work closely with the District PTO to confirm all projects not previously obligated are in the new STIP. For further details about Roll Forward TIP/STIP Amendments, refer to Part IV, Chapter 5: Statewide and Local Transportation Improvement Programs, of the Work Program Instructions.

Figure 4.4 Process Flow for Roll Forward Amendments



4.3.3.3 Administrative TIP Amendments

Administrative TIP amendments allow projects in a newly adopted TIP to be added to the prior TIP without full MPO board action during the three-month period between the beginning of the state fiscal year (July 1) and federal fiscal year (October 1).

MPOs adopt new TIPs effective July 1; however, FHWA and FTA continue to recognize the prior TIP until October 1, when the new federal fiscal year begins. During this period, some projects included in year one of the new TIP may not appear in the prior TIP, even though the MPO Board has already approved their inclusion. Recognizing the confusion this can cause, FHWA allows MPOs to process administrative TIP amendments to add these projects to the prior TIP, provided the following conditions are met:

- The amendment takes place between **July 1** and **August 31**.
- The projects must appear in the administrative amendment exactly as they appear in the newly adopted TIP.
- The MPO Board has authorized the MPO Executive Director to approve administrative TIP Amendments.

During the administrative TIP amendment process, District MPO Liaisons should assist MPOs with identifying which projects in the new TIP will need to be added back into the old via an administrative TIP amendment. For more information on processing administrative TIP amendments, refer to Part IV, Chapter 5: Statewide and Local Transportation Improvement Programs, of the Work Program Instructions.

4.3.4 NEPA Approval and Planning Consistency

The National Environmental Policy Act (NEPA) requires transportation projects that receive FHWA funding to evaluate environmental impacts and consider alternatives before decisions are made. For transportation projects in Florida, FDOT has been assigned the responsibility for implementing and complying with NEPA regulations, which is accomplished through the Project Development and Environment (PD&E) project phase.

NEPA regulations require planning consistency to be demonstrated between the project as described in the LRTP and the funding for the project shown in the TIP/STIP. To achieve this consistency during the PD&E phase, TIP/STIP revisions may be required. For more information on NEPA approval and planning consistency, refer to the FDOT PD&E Manual and the “Meeting Planning Requirements for NEPA Approval” document on the PATH website.

Table 4.11 Citations for TIP/STIP Inclusion and NEPA Approval

Citation	Title
23 CFR 450.218	Development and Content of the Statewide Transportation Improvement Program
23 USC 327	Surface Transportation Project Delivery Program

4.3.5 Federal Authorization Requests

For a project to receive authorization from FHWA/FTA for federal funding, it must be included in the approved TIP and STIP. Federal Authorization Requests (FAR) are prepared by the District Federal Aid Coordinator (or by applicable Central Office Program Coordinators) and submitted electronically to FAMO for review and transmission to FHWA/FTA. When properly filed, FARs will generally be approved by FHWA within **two weeks** of submission by FDOT's Federal Aid Management Office. However, if the project is not listed correctly in the TIP/STIP, a TIP amendment with MPO Board approval and a corresponding STIP amendment may be required, potentially delaying work by weeks or months.

To avoid such delays, District MPO Liaisons must work with the applicable District staff (e.g., Planning, Work Program, Estimates, Right of Way) to verify the project is correctly listed in the TIP/STIP before submitting an initial FAR. This verification should take place at least **two months** before the District submits a FAR to confirm adequate time to process a TIP/STIP amendment, if required. For more information about the FAR process, refer to Part IV, Chapter 6: Authorizing Federal Projects With Federal Highway Administration.