TDP Handbook

Guidance for Preparing & Reviewing Transit Development Plans

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FDOT PUBLIC TRANSIT

TDP Handbook

Guidance for Preparing & Reviewing Transit Development Plans

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Part I

Preparing Transit Development Plans

TDP Requirements: The Basics

A Transit Development Plan (TDP) is a 10-year plan that is required by the Florida Department of Transportation (FDOT) from transit agencies receiving State funds for transit. In addition, it serves as a guide to Florida's transit agencies to identify and define short-term public transit needs in their respective service areas. Florida Administrative Code 14-73.001, widely referred to as the TDP Rule, states that a TDP is the transit provider's planning, development, and operational guidance document and, therefore, a strategic blueprint for meeting transportation needs within its service area. The TDP Rule sets forth the requirements of Section 341.052(1) and (2), F.S., for the recipients of FDOT's public transit grant funds.

This handbook provides guidance on how to follow the TDP Rule for transit agencies seeking to prepare TDPs that are compliant with Florida Statutes. The Rule, which was updated in July 2024 and is referenced in this handbook, is intended to streamline the development and approval of TDPs, while also enhancing coordination with the local Metropolitan Planning Organization's (MPO's) transportation planning process and the identification process for priority transit projects. The remainder of this chapter highlights necessary key elements for the next generation of TDPs in Florida, as well as how this handbook can be used to help prepare and review them.

Purpose & Objectives of TDPs

- Required for grant program recipients in Section 341.052, F.S.
- Used as the transit service provider's planning, development, and operational guidance document, based on a 10-year planning horizon and covering the year for which funding is sought and the nine subsequent years.
- Updated every five years in coordination with the development of the local MPO's Long-Range Transportation Plan (LRTP) and the Metropolitan Transportation Planning process.
- Utilized in developing FDOT's five-year Work Program, the Transportation Improvement Program (TIP), and the Department's Program and Resource Plan.

TDPs & Required Components

Each transit agency receiving state funds is required to develop and submit the following TDP-related items to its local FDOT District Office:

- *TDPs* – Every five years, an update of the plan that includes the basic components, as presented in Chapter 2 of this handbook.
- *Annual TDP Updates* – In the interim years between five-year updates, an annual update that includes the basic required components, as presented in Chapter 3 of this handbook.

Local Coordination

TDPs and Annual TDP Updates must be developed in coordination with the development of the local MPO's LRTP and the Metropolitan Transportation Planning process. Depending on the type of TDP update, this must include coordination on baseline data, public outreach, project/corridor priorities, and any other areas as outlined in this handbook. In addition to the LRTP, coordination with other related MPO multimodal planning and programming also must be conducted, including the Unified Planning Work Program (UPWP), TIP, and Corridor Development Studies.

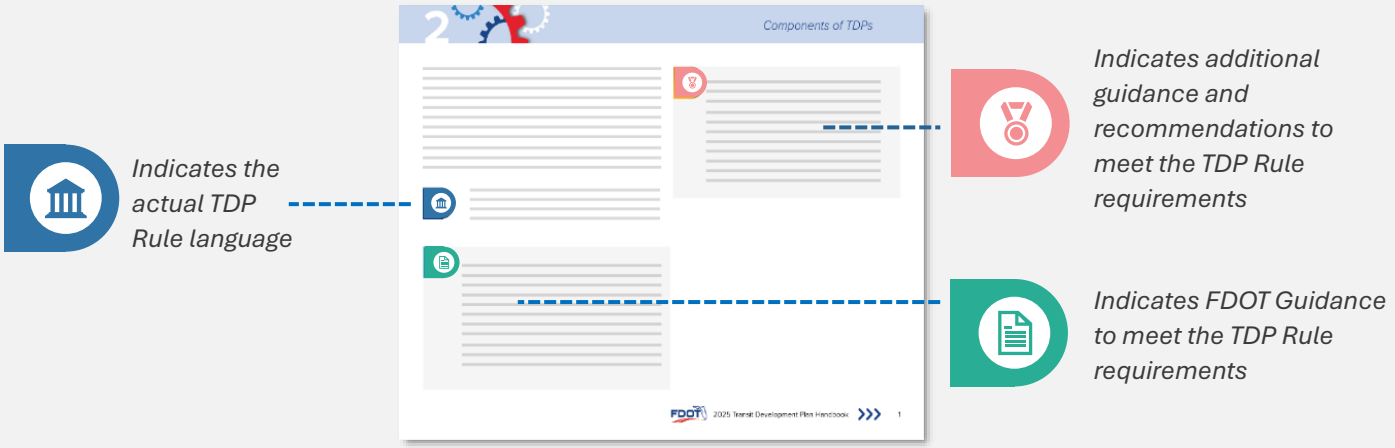
Purpose of Handbook

The purpose of this handbook is to provide guidance to transit agencies to meet all the requirements in the TDP Rule as they complete five-year or annual TDP updates. In addition, this handbook also provides interpretation and clarification for specific elements of the Rule, where applicable.

Guide to Using Handbook

In this handbook, all the necessary components to develop a TDP that is consistent with the updated TDP Rule are provided, generally following the same order as the requirements appear in the TDP Rule. With each of the TDP components, general guidance is provided on what transit agencies must do, at a minimum, to meet them. As shown in Figure 1, this is followed by additional guidance and recommendations.

Figure 1: Graphical Guide to Using the TDP Handbook



Components of TDPs

TDPs are intended not only to meet the state transit funding eligibility requirement, but also to provide a strategic planning opportunity every five years to yield a blueprint for enhancing public transportation services in a community. The process to develop this blueprint incorporates public input and a variety of data analyses to conceive a set of transit recommendations that will best serve the community, both now and in the foreseeable future. The strong reliance on public input, sound data collection and analysis, and coordination with other local transportation planning efforts helps meet the transportation needs of the public.

This chapter presents the content and the corresponding components that are to be included in TDPs to ensure that they follow the TDP Rule and serve as strategic guides for Florida's transit agencies. Each requirement is also followed by summary guidance, which is supported by additional guidance and recommendations to assist TDP preparers. Each of the TDP Rule requirements and their corresponding components are shown below in Figure 2.

Figure 2: Required Components for TDPs

Public Involvement Process

The purpose of the TDP outreach component is to provide opportunities for public involvement in the TDP process while also involving local and regional agencies.

TDP Rule References

14-73.001, Part (3)(a): *The TDP preparation process shall include opportunities for public involvement as outlined in a TDP public involvement plan, approved by the Department, or the local MPO adopted Public Involvement Plan (PIP), approved by both the FTA and the FHWA. The provider is authorized to establish time limits for receipt of comments. The TDP shall include a description of the process used and the public involvement activities undertaken. As required by Section 341.052, F.S., comments must be solicited from local and regional workforce boards established under Chapter 445, F.S. The Department, the local/regional workforce board, local government comprehensive planning departments, and the MPO shall be advised of all public meetings where the TDP is to be presented or discussed, and shall be given an opportunity to review and comment on the TDP during the development of the proposed public transportation projects and services, and a 10-year implementation program.*

Guidance on Public Involvement Process

- *Notify key stakeholders (*FDOT, the *local/regional workforce board, local government comprehensive planning departments, and the local MPO) of all public meetings where the TDP is to be presented or discussed.*
- *Provide these stakeholders with an opportunity to review and comment on the TDP during the development of the proposed public transportation projects and services, and the 10-year implementation program.*
- *Request comments from local/regional workforce board.*
- *Establish time limits for receiving comments from key stakeholders.*
- *Agencies can choose the local MPO's adopted PIP, if it already has been approved by both FTA and FHWA or create a TDP specific PIP. If developing a PIP specifically for the TDP, include brief descriptions of the selected/planned outreach activities and a tentative schedule for public involvement.*
- *Submit draft PIP to FDOT for review and approval.*
- *Obtain approval from FDOT and include the approval letter along with the approved PIP in the appendix of the TDP.*
- *Ensure that it includes descriptions of the selected/planned outreach activities for the TDP.*
- *Once approved, include the PIP and PIP approval letter from FDOT in the TDP appendix for documentation.*
- *Conduct public outreach, as outlined in the PIP, at least during the investigative phase early in the TDP process.*
- *While there is no requirement on advance notices to the public on TDP public outreach events, agencies should follow any local requirements on such notices, if applicable.*
- *Provide a summary in the TDP of the public involvement process used and the activities conducted, together with any findings from those activities.*

Additional Guidance & Recommendations

The goal of TDP public involvement is to engage the public and key stakeholders with a broad spectrum of perspectives, interests, and backgrounds. The end results may provide the TDP with valuable public input on transit needs, priorities, and implementation strategies to enhance public transit in its study area.

Agency Involvement & Coordination

An effective optional strategy to coordinate with, involve, and obtain guidance from the required agency stakeholders previously identified may be to set up a project review mechanism such as review team for the TDP. If that strategy is implemented:

- Establish the review team early in the TDP development process to help guide the overall effort.
- Consider additional stakeholders (bicycle/pedestrian/trail organizations, school boards, visitor bureaus, etc.) for the review team.
- Limit the size of the team to no more than five to seven members.
- Establish two-week time limits for receiving comments from the involved agencies/membership.

Public Involvement Plan (PIP)

The first step of public outreach for the TDP is establishing a PIP, your plan of action for proposed engagement activities.

- Agencies have the option to use an existing PIP from the local MPO or prepare a TDP-specific PIP. Agencies may find it more efficient to use the existing MPO PIP.
- If preparing a TDP-specific PIP, submit it for FDOT review early and obtain FDOT approval prior to initiating major outreach efforts.
- To initiate the PIP submittal/approval process, email a PIP approval request to the FDOT District representative with the TDP-specific PIP attached, via email or using agency/FDOT file transfer protocol (FTP).
- If using an adopted MPO PIP, prior approval from FDOT is not necessary but encouraged.
- After PIP submittal, follow up with FDOT as needed, address any comments, and obtain approval as early as possible.

An effective PIP should outline strategies that encourage community input and buy-in. It also should provide ample opportunities for the private sector, state, and local agency stakeholders to understand the components and benefits of the TDP and to provide feedback through open, two-way communication options. A PIP schedule should be prepared to provide flexibility as the TDP is being developed. While the outreach activities may be defined early on, the implementation time frame, activity format, and/or the number of activities may be adjusted later to accomplish the best results for the transit agency within the available resources.

Outreach Timeline

The public outreach clock begins as the agency initiates its TDP effort, typically with the development of the PIP. Coordination with local and regional partners like the MPO, local government comprehensive planning departments, FDOT, and the local/regional workforce board should also start concurrently with PIP development, right after the TDP initiation.

- As the PIP submittal-for-approval process may take several weeks, a TDP-specific PIP should be submitted to FDOT for approval within one to three weeks after an agency has officially initiated its TDP process.
- After review, FDOT either approves the PIP or provides comments for the agency to address.
- If the PIP is not approved and gets returned with comments, the agency should address the comments and resubmit the updated PIP as soon as possible, at least within a week of receipt of FDOT comments.

However, during the PIP development and approval process, the transit agency is encouraged to continue planning its outreach process and should even schedule and/or hold minor events, such as review meetings or stakeholder interviews. Major public outreach efforts, such as public workshops, should not be conducted until the PIP is officially approved by FDOT.

Public Involvement Activities

Throughout TDP update efforts, community involvement activities should be used to collect public and stakeholder input and to educate and inform the community about the study and, ultimately, its results. Transit agencies should also take measures to ensure that TDP outreach activities are ADA-accessible/compliant, address language requirements where applicable, and are open to all population segments. The following are various key activities recommended to help facilitate outreach.

Public Engagements

- Consideration should be given to holding one or more public meetings (at facilities already served by public transit) during the initial data collection and analysis phase to support the input process.
- The number of meetings held should also reflect the size of the community and extent of the transit system's service area to ensure geographic coverage and ample opportunities for public participation.
- Seek opportunities to collect input on gaps and unmet transit needs early on in the TDP process, and get feedback on priorities at later stages.
- Consider piggybacking on already planned community events in addition to or instead of standalone meetings as they often can ensure higher turnout.

Stakeholder Engagements

- This activity involves gaining an understanding of a community's public transportation needs, which often requires knowing the perceptions and attitudes of its leaders and decision-makers toward transit and its role in the community.
- To involve decision-makers and stakeholders in the process, consider conducting interviews with a subset of key individuals that are involved with or provide support to the transit agency.
- The number of interviews may vary based on the size of the community and the extent to which the transit system interacts with municipal government and leadership, as well as other key stakeholders throughout the community
- Virtual or phone meetings may be preferred as they offer more flexibility to the interview participants and are less time-consuming and costly for the transit agency.

Group Engagements

- These engagements can involve discussion workshops, for which participants may include stakeholders, agency representatives, and other groups that can help identify service gaps and needs.
- Virtual workshops using commonly available online meeting platforms are recommended due to lower cost and they tend to be more attractive for participants to attend due to added flexibility.

- The number of discussions can vary depending on the need and agency budget, but having at least two may accommodate varying priorities of the stakeholders involved.
- It also may be beneficial to hold one of these discussions with a group of the agency's current riders.

Surveys

- A survey may allow the transit agency to more easily reach a broader spectrum of the general public and identify the needs and concerns of people who may not be able to participate in other outreach activities.
- If only one general public survey is conducted, it is best to conduct it early during the investigative phase of the TDP preparation process to ensure the collection of beneficial input from the public.
- Surveys also are beneficial to help capture the needs and opinions of an agency's riders.
- Survey questionnaires should be kept concise and easy to complete to encourage participation.
- Strive to keep public surveys open/available for completion for at least two weeks to provide time for the public to respond.

Transit agencies may use any additional activities based on available financial resources and time.

Coordination with MPO's LRTP on Outreach

Per the updated requirement in the TDP Rule concerning coordination with the local MPO planning processes, coordination with the MPO's LRTP is a necessity and should be accommodated throughout the TDP process. This includes information sharing on various parts of the TDP-LRTP process, with outreach being a key area. While this topic will be covered in detail in the next component of this handbook, transit agencies should report on this coordination in their TDP PIPs, as well as in the public outreach chapter of their completed TDPs.

Metropolitan Transportation Planning Process Coordination Program

Transit agencies preparing the TDPs need to include information on the coordination efforts and collaboration with their partner agencies. However, it is not necessary to present this information as a single program or chapter in the TDP as MPO coordination takes place throughout the TDP process, across components.

TDP Rule References

14-73.001, Part (3)(c): *Metropolitan Transportation Planning Process Coordination Program. The TDP shall include a detailed coordination program defining collaborative participation and consistency in developing and implementing both the TDP and LRTP with the local Metropolitan Planning Organization, as well as other related MPO multi-modal planning and programming including the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), and Corridor Development Studies.*

Guidance on Metropolitan Transportation Planning Process Coordination

- *Demonstrate involvement of the local MPO in the TDP process, which can be achieved by involving MPO staff, committees, and/or board members.*
- *Where applicable, coordinate with the local MPO on data and use the MPO's LRTP socioeconomic forecasts for baseline and future year data for the TDP.*
- *Collaborate with the local MPO on LRTP outreach efforts by sharing outreach resources and findings, as applicable and permitted by project schedules.*
- *Feed the TDP's project priorities and applicable transit-related guidance into the development of the transit element of the MPO's LRTP to keep the TDP consistent with LRTP goals and objectives and its short-term outlook.*
- *Review the current UPWP, TIP, and any relevant Corridor Development Studies early in the TDP process to ensure the TDP complements those programs/initiatives and/or remains consistent with them, where applicable.*
- *Coordinate with the local MPO to ensure the TDP project priorities will be considered for inclusion in the UPWP, TIP, and Corridor Development Studies next time they are updated.*

Additional Guidance & Recommendations

Close coordination with MPOs (this also includes Transportation Planning Organizations, or TPOs, and Transportation Planning Agencies, or TPAs), and their planning processes is not only required but helpful as:

- MPOs are assigned by the Federal government to oversee the urban planning process.
- Their local role as partner and political stakeholder with representation from municipalities and other jurisdictions can be beneficial and supportive.

Further adding to the need to coordinate, the TDP Rule now requires a transit agency to coordinate with its local MPO during the following occasions when preparing a TDP or an Annual TDP Update.

Coordination with MPO LRTP

While this coordination should happen throughout the TDP development process to stay consistent with this key MPO planning process, it is necessary to occur at least during the following phases:

At the Outset of TDP

- Include MPO representation if a review team is established to guide the TDP and review and provide feedback on material.
- Coordinate to obtain baseline year and future year LRTP data so the TDP utilizes applicable LRTP data on the multimodal system.
- Communicate with the local MPO to ensure the TDP-LRTP outreach schedules are coordinated to the extent feasible.
- Coordinate with the local MPO early on also to ideally set up the TDP preparation timeline to have TDP operating and capital needs developed in advance of the LRTP multimodal needs plan development.

During TDP Public Involvement

While coordination with any applicable LRTP outreach activity is encouraged, the following LRTP outreach activities may be the most feasible to maximize agency coordination while also helping save financial resources for the TDP.

- *Piggybacking on LRTP Public Workshops* – In addition to any public workshops planned for the TDP, a transit agency should coordinate with its local MPO to participate in any LRTP workshops that may be conducted during the TDP outreach timeline.
- *More Focus on Transit in LRTP Surveys* – While at least one TDP-exclusive survey is recommended, utilizing LRTP surveys also can help collect additional transit input. Due to an LRTP's focus on multiple modes, the transit agency may need to coordinate closely with the local MPO to ensure any survey instrument used includes information supportive of the TDP, as well.

Planning joint activities for public input and engagement, if carefully coordinated, can save both the MPO and transit agency money and valuable staff time. Other than piggybacking on events, adding key questions to surveys and/or discussion group scripts, as well as using the same social media and/or web campaigns to notify and invite participation, should also be considered.

When Developing TDP Operating & Capital Needs

Coordination is also necessary to ensure consistency between the two plans on short-term transit improvements/strategies. However, MPOs take a broader and longer-term look at identifying community mobility needs and potential projects to help meet those needs during the development of their LRTPs. To benefit from this perspective:

- The transit agency completing a TDP can use the operating and capital needs identified in the TDP process to guide transit-related goals and project priorities in the LRTP.
- The transit agency should ensure that its TDP schedule is appropriately coordinated with the LRTP update schedule so that the shorter-range transit plan can feed into the longer-range multimodal plan.
- The TDP project team, in its identification and development of transit priority corridors, should ensure consistency with applicable LRTP multimodal emphasis/priority corridors.

The resulting plan coordination and integration will help present a more consistent and complete longer-range vision for the MPO's LRTP, as well as a service mix that has been vetted with real operational parameters to ensure that alternatives are not only viable, but implementable. However, if a transit agency TDP is completed before the MPO's LRTP update process or vice versa, the agency should try to achieve as much coordination as possible, during the previously mentioned phases of its TDP.

MPO Multimodal Planning & Programming Coordination

The following are suggested activities to ensure that the TDP complements the local UPWP, TIP, and Corridor Development Studies programs/initiatives and remains consistent with them.

UPWP

- Where appropriate, participate in the MPO process and committees to ensure planning activities are coordinated and considered for transit system development.
- Coordinate with the MPO and other local governmental agencies prior to project prioritization activities to identify their planned studies and determine where they interface and/or could impact the transit system and where there is a need for coordination on study development.
- Ensure that transit planning needs are considered for the UPWP through participation, application, project justification, and other processes.

TIP

- Understand that the TIP feeds into the Statewide Transportation Improvement Plan (STIP) that FDOT develops and submits to FHWA and FTA, and is one of the prerequisites and requirements for FTA grant approval.
- Participate in the MPO process to ensure that projects, programs, and grants are coordinated and considered for TIP inclusion and to be available for transit system development and grant approvals.
- Similar to UPWP coordination, work with the MPO and other local governmental agencies prior to project prioritization activities to identify their projects and determine where they interface and/or could impact the transit system and where there is a need for coordination on project development and implementation.
- Ensure that transit project needs are included in the TIP for approval and implementation in the appropriate time phases.

Corridor Development Studies

- Identify corridor improvement studies and projects prior to them being included in the UPWP and/or TIP, and coordinate with the local MPO and implementing agencies where appropriate for transit development and impacts.
- Identify plans for future transit needs and development and identify where local corridors have planned improvements.
- Review and provide feedback on transit needs and system growth or route development with applicable agencies.

- Where applicable, participate in the local MPO process and committees to ensure that transit projects and new programs are coordinated and considered in corridor development activities.

Continue Engaging Your Local MPO!

It is beneficial for transit agencies to engage with their local MPOs throughout the TDP process and beyond. During preparation of the TDP, such coordination will facilitate the sharing of data, information, and resources, thereby helping save staff labor and cost. It also can expand the reach of TDP engagement activities while also ensuring consistency between two of the most vital transportation plans for the community.

Ultimately, enhancing the relationship with its local MPO will help a transit agency bolster community and agency interest and participation in its ongoing activities over time, even when a TDP update is not in production.

Operating Context Evaluation

This component includes an analysis of relevant data to assess the current and potential future operating environment, or "context," for transit to help identify service gaps and/or system deficiencies.

TDP Rule References

14-73.001, Part (3): *Transit Development Plans (TDPs). TDPs are required for grant program recipients in Section 341.052, F.S. A TDP shall be the provider's planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. A TDP or an annual TDP Update shall be used in developing the Department's five-year Work Program, the Transportation Improvement Program, and the Department's Program and Resource Plan. A TDP shall be adopted by a provider's governing body. Technical assistance in preparing TDPs is available from the Department. TDPs shall be updated every five years in coordination with the development of the local MPO's Long Range Transportation Plan (LRTP) and the Metropolitan Transportation Planning process. The development of TDPs and MPO's Long Range Transportation Plans (LRTPs) shall be coordinated using the comparable baseline year and future year data to identify the multimodal system deficiencies, considering land use, state and local transportation plans, other governmental actions and policies, and socioeconomic trends.*

14-73.001, Part (3) (b): *Relationship Review to Other Plans. The TDP shall consider and be consistent with the Florida Transportation Plan, the local government comprehensive plans, the MPO long-range transportation plan, and regional transportation goals and objectives. The TDP shall discuss the relationship between the public transportation Ten-Year Operating and Capital Program and other local plans.*

Guidance on Evaluating Operating Context

- *Use the most recent socioeconomic data forecasts developed for the MPO LRTP and data from associated and pertinent sources to assess the current and future operating environment or context for the transit system.*
- *Summarize and present the operating context evaluation results using maps, tables, and graphics to utilize together with other components of the TDP to identify service gaps and system deficiencies.*
- *Review the plans required by the Rule, prior to the development of draft 10-year TDP operating and capital project priorities, to stay consistent with any applicable content in them and their direction/goals and objectives for the study area.*
- *Briefly summarize any findings and/or implications from this review for the TDP by each plan.*
- *Review the plans required by the Rule again, after the development of draft 10-year TDP operating and capital project priorities, to identify and discuss the relationship between the TDP priorities and these plans.*

Additional Guidance & Recommendations

The primary purpose of this component should be to gain an understanding of the environment in which the transit system is operating by an assessment of the study area demographics and socioeconomics and travel-based factors, and a review of relevant plans and policies related to transit.

- The data collected and analyzed should provide a description of the community and facilitate a better understanding of the extent to which transit can help meet the community's goals.
- This evaluation should begin at the same time as the public involvement during the TDP process, which is early on in the process.

The goal of the information collected and reviewed in this component should be to provide support and the factual basis for the subsequent TDP components that are developed. It should:

- Help understand the operating environment to spotlight areas of opportunity, as well as service gaps and system deficiencies, so the transit agency can efficiently grow its service options.
- Provide the foundation upon which to review trends and begin to evaluate land use and urban design impacts on the community's transportation networks and services.
- Establish the conditions upon which all improvement to the transit system can be measured as new opportunities and needs emerge from the analysis of the baseline data.
- Help provide a picture of what types of new, modified, and/or expanded transit services may or may not prove to be realistic and successful in the service area.

Baseline Conditions Review

The first part of the Context Evaluation includes using available data from local and national sources to assess the current and future operating environment for the transit system. The local data necessary for this assessment should be obtained from the MPO (specifically most recent and applicable baseline year and future year data forecasts developed for its LRTP), the transit agency itself, and other applicable local sources. The U.S. Census, the American Community Survey (ACS), and other established sources should be used for regional/national data.

While the key data categories recommended for the baseline conditions review are listed below, any other relevant data that a transit agency deems helpful to pursue these objectives should also be added and assessed.

Defining TDP Study Area

First and foremost, define and describe the physical study area for the TDP to clarify the geographic context of the TDP. This is:

- A necessary first step as transportation networks have the effect of blurring the lines between counties, cities, and other geographies.
- Critical to clarify early on, probably at project kick off, for the purpose of determining the areas that are outside of the study area, or perhaps overlooked parts within the study area.

Demographic and Socioeconomic Data Review

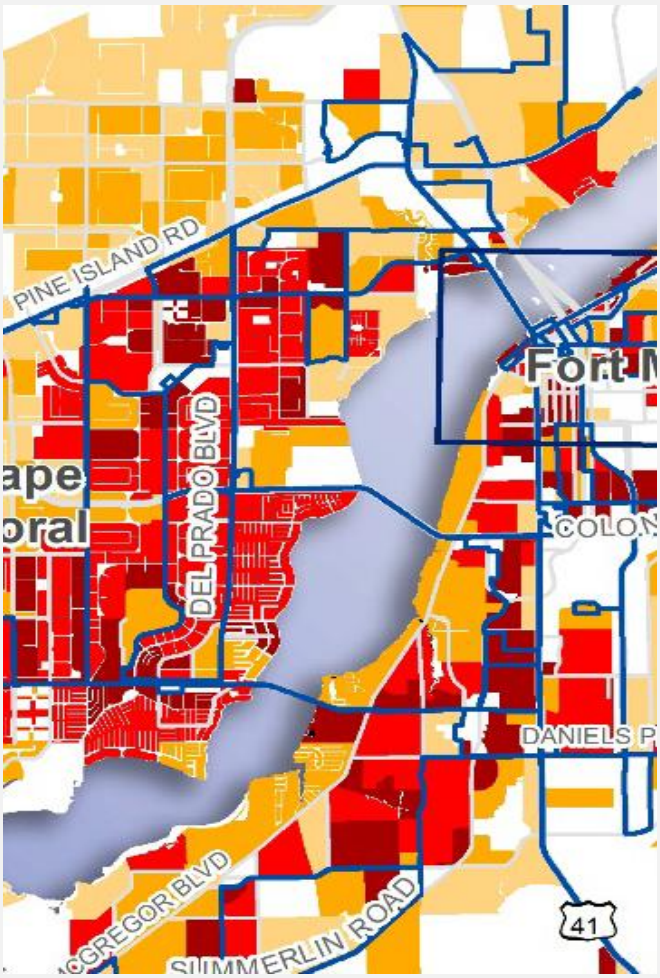
Transit agencies can use data obtained from the LRTP (interpolated to TDP base and horizon years, if necessary) and from other sources to review and appraise the following aspects to help identify existing and future system deficiencies and gaps, which later will assist in developing service and capital priorities for the TDP.

- *Population & Housing* – A key characteristic affecting transit use, these can be illustrated in map form for the study area and can be compared with the transit system's current network to identify where transit service gaps exist or where latent demand may exist.
- *Employment* – Employment locations and densities are important determining factors with regard to the extent to which transit can feasibly serve work commute trips effectively. Major employment clusters/hubs should receive special attention.
- *Socioeconomic Trends* – They can reveal which areas may be most supportive for transit service. Based on these trends, areas or pockets with potential mobility needs may come into better focus.
- *Travel Behavior/Patterns* – These can be revealed through analysis of commute flows to/from the study area and trends in commute time and levels of congestion, among others.
- *Population Segments with Higher Transit Orientation* – Mapping population segments that traditionally are more inclined to use transit, such as low-income populations and below poverty or zero-vehicle households.
- *Seasonal Populations* – This especially may be important for communities in Florida that experience significant seasonal shifts in population.

Transit agencies should review and document these demographic, socioeconomic, and other relevant data applicable to the local study area through brief summaries, maps, graphs, and tables.

Existing Transit System Review

This part of the context evaluation helps understand how the current service is performing and any unique conditions of the transit system, its background/profile, and organizational arrangement that may help formulate additional logical strategies for the TDP.



First, the background review/profile of the existing transit system can provide a reference point for examining its operating characteristics and evaluating system performance. This should include:

- A brief narrative of the system's history within the study area.
- The current institutional arrangements describing who oversees and manages the transit services.
- A description of the types of services that are currently provided and a brief summary of the capital infrastructure and facilities that are owned or operated.
- A brief performance review highlighting the key operating metric trends of the services provided.
- Maps of the service area with route overlays, also highlighting the walk-access and complementary ADA-paratransit access areas.

Relationship Review to Other Plans

This element of the TDP is intended to help transit agencies develop an understanding of the direction and policies of other relevant plans, as well as how they may interrelate, coordinate, complement, or even contradict the TDP's own direction and efforts. To accomplish this, the transit agency should review the following required plans and information to stay consistent with any applicable content in them and their direction/goals and objectives for the study area.

- Florida Transportation Plan, local government comprehensive plans, local MPO LRTP, and regional transportation goals and objectives.
- Current UPWP, TIP, and relevant Corridor Development Studies.

Additional plans and information that also may be helpful as part of this review process include the following:

- Currently adopted TDP and recent Annual TDP Updates for the transit agency preparing the TDP.
- Adopted TDPs and LRTPs of adjacent counties.
- Other transit-related studies/documents, including campus, downtown, or airport master plans, mobility studies, etc.
- Asset management and safety plans for the agency, as well as any established targets for safety and asset management.
- Economic development plans and community redevelopment plans that may provide insight into the needs and opportunities for transit to complement these initiatives.

In reviewing these plans, transit agencies should look for and identify those initiatives, goals, and policies that can enhance, as well as deter, the transit agency from operating in the most effective and efficient manner possible.

After reviewing the plans, the agency should briefly document its findings and relevant implications, if any, for the TDP operating and capital program priorities.

Land Use & Corridor Development Assessment

Providing transit agencies with tools and techniques to help them understand and respond to transit needs and any potential barriers that may impact them is addressed in this component.

TDP Rule References

14-73.001, Part (3)(e): *Land Use and Corridor Development Assessment. An assessment of the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of existing and future transit services, including any efforts being undertaken by the provider or local land use authorities to foster a more multi-modal operating environment. This assessment will also address priority transit corridors developed in the TDP as well as in the LRTP for consistency and coordination.*

Guidance on Assessing Land Use and Corridor Development

- *Review and document general land use and urban design patterns in the transit system service area that may support or impede the efficient delivery of currently existing services, as well as any future transit service priorities for the study area, as identified in the adopted TDP.*
- *Review applicable and recently completed, ongoing, or planned initiatives or efforts by the transit agency or local land use authorities for the study area.*
- *Briefly summarize any findings and/or implications for the TDP from the land use and urban design patterns review.*
- *Identify and prepare a list of transit corridors in the TDP study area for enhancing or adding new transit service and infrastructure.*
- *Evaluate the potential list of corridors and develop a priority ranking of selected transit corridors for the TDP.*
- *Coordinate with the local MPO to review any priority transit corridors identified in its LRTP for consistency with the TDP's list of selected corridors.*
- *Prepare and present the final list of potential priority transit corridors, if any, developed for the TDP using maps and tables, if available.*
- *Document the selection and evaluation process used for the development of TDP priority transit corridors.*

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Additional Guidance & Recommendations

Land Use & Urban Design Patterns Review

This TDP component provides a transit agency preparing a TDP an opportunity to assess local land use policies and urban design patterns. Specific guidance on this assessment process includes the following.

- Obtain land use and urban design policies/initiatives from available local data sources and agency partners (the updated TDP Rule requires coordination with local agencies such as local comprehensive planning and zoning departments).
- Review data for the transit system's service area to identify how these land use and urban design policies may support or discourage provision/enhancement of transit services.
- Document any initiatives and efforts by local land use departments that support transit.
- Review existing land use data to locate clusters of high density/intensity or mixed-use developments that may support improving transit.
- Document specific areas or corridors planned for increased residential and/or commercial densities that may make transit viable and efficient.
- Identify urban design policies/patterns that might support:
    - Development of land use and urban design environment.
    - Help align investment priorities for transit.
    - Help coordinate the implementation of shared resources to accomplish the vision for transit laid out in the TDP.

In general, identify land uses that include greater density of development and other features to support efficiency to and from transit.

- Review existing Land Development Regulations related to transit and ensure that the transit agency coordinates with local government when it comes to land use and urban design decisions and discussions about the current and potential transit service area.
- Identify specific local land use/design regulations that may impact transit performance, such as local parking codes and development, to inform the TDP of possible opportunities or challenges to transit services.
- Identify any overlay zoning districts that include regulations supportive of transit.
- Document any land use/urban design-related efforts/initiatives that may need expanded or new transit services.

When local jurisdictions are implementing street reconfigurations and improvements, transit agencies should be at the table, coordinating any changes with transit service.

Future Land Use

Review maps and information on proposed land uses in the future as they depict how a county or its constituent municipalities envision development patterns to occur years into the future.

- Coordinate with the local comprehensive planning departments to obtain maps or geodata for current and future land use information.
- Review current and future land use maps simultaneously to identify how land uses are slated to evolve.
- Identify how the transit network may need to react or adjust to support areas with various land uses, as well as which areas it may need to scale back or reconfigure/repurpose.

The findings from this assessment are intended to help the TDP in its subsequent development of a 10-year operating and capital program, while also providing a base and starting point for the identification of priority transit corridors, which is discussed next.

Corridor Development Assessment

This component brings data and findings from all previously completed TDP components, including the context evaluation and land use/urban design assessments, as well as input and direction from the community resulting from the public involvement process, to help identify corridors to prioritize for improving transit service over the next 10 years.

Corridor Selection

The first step of this assessment is selecting an initial set of corridors that would maximize any potential transit investment, including expanding or adding new services and facilities in the next 10 years. This may be completed using various qualitative and/or quantitative criteria and techniques, which will depend on the extent of the effort expected and scale of the complexity desired; it is up to the Transit Agency to determine the best selection process to be used. The following general guidance is provided for transit agencies as examples to use in identifying and selecting their corridors to prioritize for transit improvement in their TDPs. If no transit priority corridors are planned or identified, state that in the TDP.

- Corridors with the most productive routes or that have strong demographic and socioeconomic indicators that are supportive of transit growth and potential demand.
- Priority transit corridors in the transit element of the MPO's adopted/ongoing LRTP that have been identified as part of continued coordination efforts with the local MPO.
- Corridors that have already been focused on repeatedly for transit growth by the transit agency and MPO, including in past TDPs and LRTPs.
- Corridors and areas that have been identified by various transit relevant plans (reviewed as part of the TDP) for further improvement and investment.
- Already identified congested roadways and intersections in the study area that may warrant expanding transit.
- Corridors with land uses and urban design patterns to promote walkability and connectivity.
- Guidance or recommendations from the community and key stakeholders on specific corridors.

Priority Transit Corridor Development

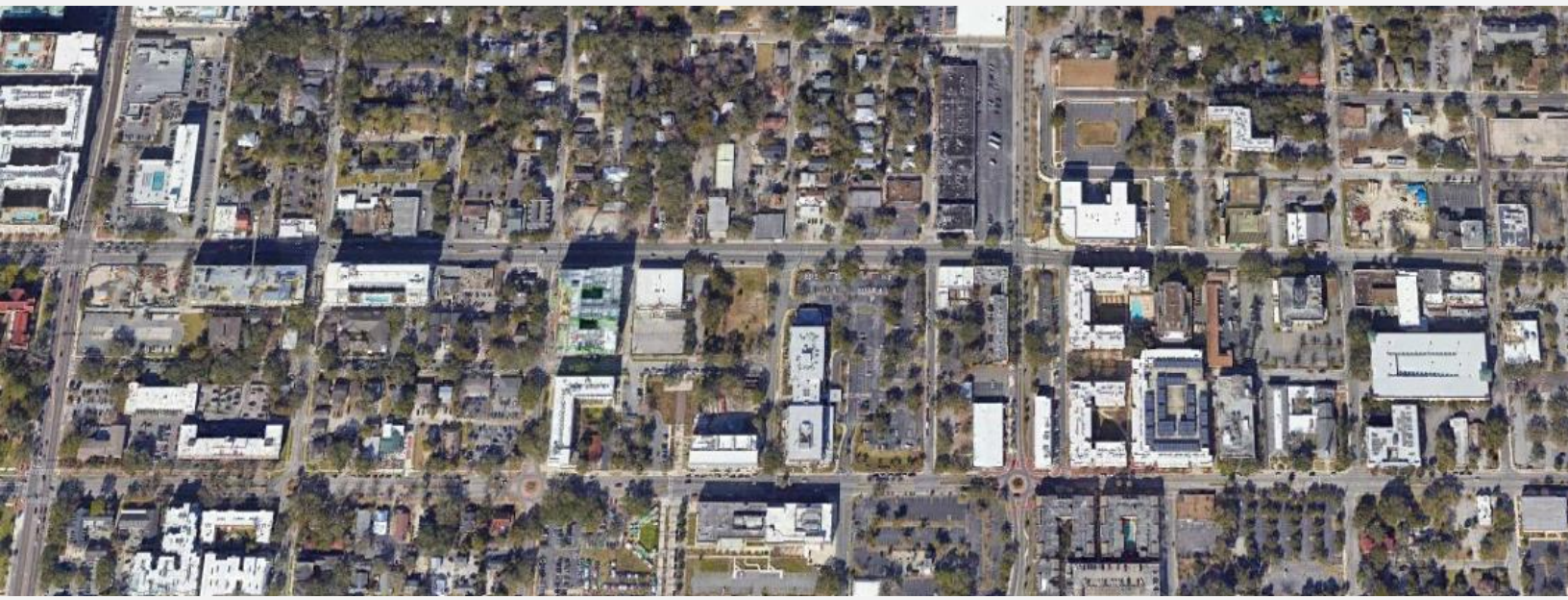
The goal of this effort is to develop a network of Priority Transit Corridors for the TDP that provides the foundation for developing the 10-Year Operating & Capital Program for the TDP, as presented next. If the transit agency has not identified any priority transit corridor developments, then state this in the plan. If Priority Transit Corridor development occurs later, it may be added in the annual update.

The following guidance is provided to assist transit agencies on Priority Transit Corridor Development for their TDPs. However, similar to the selection of corridors, the scale and the complexity of the qualitative and/or quantitative criteria that an agency preparing a TDP may use for prioritizing its selected corridors will depend on the scope of that effort and the goals of their community.

- Criteria for this evaluation can vary but may be based on the data collected and analyzed already for the TDP components. Example criteria that can be used for this evaluation include:
    - Ridership productivity/demand
    - Community input
    - Land uses/design

    - Transit facility/infrastructure connectivity
    - Local plan consistency/direction
    - Key local hub/regional connectivity
- GIS mapping or similar tools may be used in the evaluation, as well as for illustrating the priority transit corridors with their final rankings.
- Coordination should occur with the MPO to compare the corridor priorities and rankings in the TDP with that of the LRTP, when applicable.

The final network of evaluated and ranked Priority Transit Corridors resulting from this effort is intended to provide a strong foundation for the transit agency to develop operating and capital projects to address any transit system gaps and deficiencies currently and in the next 10 years. The next section of this TDP Handbook provides the guidance on developing the 10-year Operating & Capital Program.



10-Year Operating & Capital Program

This component of the TDP brings together the findings from the efforts of all previous components to determine what improvement projects/strategies should be recommended to fulfill the community's vision for transit over the next decade. The primary objective of this component is to develop a 10-year Schedule of Projects and a list of priorities to help fulfill the unmet transit demand and mobility needs that were identified during the TDP's investigative process.

TDP Rule References

14-73.001, Part (3)(d): *Demand Estimation. An estimation of the community's demand for transit service using the planning tools provided by the Department, or a Department approved transit demand ridership forecast software and/or estimation technique with supporting demographic, land use, transportation, and transit data. The result of the transit demand estimation process shall be a ten-year annual projection of transit ridership.*

14-73.001, Part (3)(f): *A Ten-Year Operating and Capital Program. This program shall include:*

1. *A ten-year schedule of projects that identifies the provider's future operating and capital projects over a 10-year planning horizon. The ten-year schedule of projects shall include project descriptions, maps indicating areas to be served, a project timeline, associated costs, and the type and level of service and capital improvements to be provided.*
2. *A financial plan, which shall include a ten-year planning horizon that identifies each project's operating and capital expenses for the schedule of projects.*
3. *A list of priority projects based on the 10-year schedule of projects, which shall include a ranking by each project's importance, the description, type, location, and identification of funding availability. This list can include projects that exceed beyond the tenth year.*

Guidance on Developing 10-Year Operating & Capital Program

- *Use results and findings from efforts already conducted for the TDP to identify and develop operating and capital project needs for the 10-year TDP.*
- *Develop operating and capital costs for the TDP projects based on prevailing local unit costs and inflation factors.*
- *Prepare the TDP's Schedule of Projects for operating and capital projects, including descriptions, types and levels of service, maps indicating areas to be served, timeframes for implementation, and associated costs.*
- *Provide FDOT, the local/regional workforce board, local government comprehensive planning departments, and local MPO an opportunity to review and comment during the development of the proposed project needs and timeline.*
- *Conduct transit ridership demand estimation for the TDP current (base) and future (10-year needs) networks using TBEST, the transit ridership estimation software provided by FDOT, or some other FDOT-approved tool to develop a 10-year annual projection of transit ridership.*
- *Prepare a financial plan that shows annual operating and capital costs of the projects included in the Schedule of Projects for the 10-year TDP. Show project costs for each year in year-of-expenditure (YOE) dollars. Document any assumptions used to develop the project costs, including unit costs and inflation factors. Clearly indicate the sources of the information for developing project operating and capital costs, as applicable.*
- *Prioritize and rank order each project included in the Schedule of Projects by its importance using suitable project evaluation criteria/methodology.*
- *Prepare and document the TDP List of Priority Projects (this may include projects that exceed beyond the TDP horizon), including description, type, location, funding availability, and the priority ranking for each project.*

Additional Guidance & Recommendations

The main purpose of this component and its corresponding TDP chapter is to develop and present a 10-year plan of action for improving transit in the TDP study area. This can be accomplished using the guidance presented previously and the additional guidance summarized below.

Developing Your TDP Operating & Capital Program

A TDP is intended to be more strategic in nature and should strive to provide system-wide, market-oriented recommendations based on the transit agency's vision of its role in the community.

- As part of this strategic plan, the Operating & Capital Program developed for the TDP should represent a broad direction for the transit system.
- That direction should be in concurrence with the agency's vision as it addresses the transit demand and needs of the community.
- It is important that the TDP Operating & Capital Program be developed in an unconstrained fashion. In this way, all operating and capital projects to address transit demand and mobility needs will be considered and included.
- The program should not, therefore, be developed around limitations of the current budget. Budgetary and revenue constraints will be considered later in the process with the identification of funding availability.

The three elements discussed next, the Schedule of Projects, the Financial Plan, and the List of Priority Projects, collectively comprise the TDP Operating & Capital Program, which will provide a guide and an action plan for the transit agency for improving transit in the next 10 years.

Schedule of Projects

At this point in the TDP process, the local community's input and direction on transit services have been received and the study area data and existing transit services have been analyzed to help the transit agency identify and list the transit needs for the next 10 years. Guidance on developing the Schedule of Projects, which will summarize and phase what improvements should be included to fulfill the community's vision for transit, is provided below.

- Leverage the data compiled thus far to develop a single list of potential operating and capital project needs, to fulfill the unmet transit demand and mobility needs that have been identified in the TDP's investigative process.
- When developing this schedule, consideration should be given on input from the community the transit agency serves. However, while rider/public input surveys and input from key local and regional stakeholders all provide subjective insights into the attitudes of specific sub-groups within the full community, it may not paint the full picture. So, it is best that the findings/guidance of the individual components are combined in the development of project needs.
- Considering findings from the land use and urban design pattern assessment may also help. For instance, a portion of the study area may seem to indicate slow ridership growth currently with its low population density data. However, this assumption may not appropriately reflect its local conditions a few years from now, such as any upcoming land use/urban design improvements, which can impact the likelihood of transit services being used more.

- Another key element in the TDP that can contribute toward a more complete Schedule of Projects is consideration of the findings from the assessment of priority transit corridors. Identified and developed using both a qualitative and data-driven quantitative process, these corridors may help guide the transit agency to focus its valuable resources where they may be most efficiently used.

Once identified, tabulate all operating and capital projects in a Schedule of Projects table under this TDP component, including the following information:

- *Project description* – Brief description that may help easily identify the project and its primary/intended purpose.
- *Type of service* – Local fixed-route bus, on-demand microtransit, regional express, Bus Rapid Transit, etc.
- *Level of service* – For a bus route improvement project, this may include service frequency, daily span of service. For a capital project like a shelter program, this may include the number of shelters added and/or amenities included.
- *Project location* – Reference the general area or corridor for the project in the table or (and preferably) by a detailed map or maps indicating the following information.
    - Areas to be served (route alignments for service project like a new bus route) or the project location (for a capital improvement like a new bus terminal/facility).
    - For projects that may not have an area or location reference, such as adding service span to an existing route network or expanding a bus stop accessibility program, include a text box in the map listing each improvement, to the extent possible.
    - The goal should be to illustrate all the projects in the table as well as on the map to keep the map consistent with and tied to the Schedule of Projects.
- *Associated costs* – For each project, show operating and capital costs, as applicable. These costs, if not already available, should be developed under the TDP finance plan (discussed next) based on prevailing local unit costs, suitable inflation/growth factors, and other assumptions, as appropriate.
- *Implementation Timeframe* – Indicate the expected year or at least the implementation timeframe (for example, immediate, short-term, mid-term, etc.) for the project, regardless of the availability of funding for it.

Agency & Public Review

Coordination with the required stakeholders/agencies at this final phase of the TDP is key to ensure that they are "on board" with the proposed plan. It will also help ensure the transit improvements/strategies in the TDP are consistent, to the extent possible, with the MPO's LRTP, as well as FDOT's plans and initiatives.

- Once the draft Schedule of Projects has been developed, provide FDOT, the local/regional workforce board, local government comprehensive planning departments, and local MPO an opportunity to review and comment.
- Accomplish this either by providing the information as part of a review team meeting (if one has been set up to steer the TDP) or by inviting them to a public workshop where this information will be presented.
- Provide the local community with an opportunity to comment on the draft TDP Schedule of Projects. Public meetings or open house style public workshops can provide a forum for displaying and presenting the draft list of projects and soliciting input and ideas for project prioritization.

Ridership Demand Estimation

Ridership estimates are required to be included in TDPs in Florida and can provide a measure of expected growth (or decline) in transit use once the proposed projects are implemented. The ridership projections developed for a TDP serve as a basis for understanding the anticipated rider response to its service-related projects. Also, the ridership projections are not only useful in identifying the scale of the demand, but also for supporting or revising estimates of vehicle and facility needs, including infrastructure such as bus shelters, signage, park-and-ride facilities, etc.

The following guidance is intended to describe ridership estimation methodologies for transit agencies developing TDPs, including the process of applying ridership forecasting tools or other methods. However, it should be noted that, for a meaningful review of ridership projections from a proposed 10-year TDP needs network (i.e., Schedule of Projects network), comparing it to the base network (status quo/no-build scenario network) of the TDP may be necessary, as recommended below.

- Agencies can use TBEST, the transit ridership estimation software provided by FDOT and approved for TDPs, or some other application that is approved by FDOT.
- Conduct transit ridership demand modeling for the TDP base network (status quo with no improvements) and the 10-year TDP needs network (status quo plus TDP improvements) and summarize ridership projections, preferably by route.
- An agency has the option to select a methodology other than that provided by FDOT. If choosing the latter option, the agency must solicit pre-approval from its FDOT District Office.
- Once the ridership demand modeling is completed, summarize the results in a table, showing the TDP base year and horizon year ridership by route/service improvement, as well as the absolute and percent change in ridership for the overall period.
- Document any assumptions used, such as average daily ridership determinations or any growth rates applied to TBEST.
- Provide a brief summary of the overall ridership projection process for the TDP, including the major activity centers coded and model validation process.

Financial Plan

The Financial Plan for a TDP is required as part of TDP's 10-Year Operating & Capital Program and must identify operating and capital costs for each of the projects included in the Schedule of Projects, as best as possible. The following additional guidance is provided to assist transit agencies when developing a Financial Plan for the TDP under the updated Rule:

- Provide a Financial Plan table that shows costs for each project included in the Schedule of Projects developed previously.
- Provide project costs for each year of the 10-year TDP, preferably showing them in YOE dollars. The table should include:
    - *Operating Cost Summary* – Use service characteristics data and the implementation timeline for each service project to develop projections of annual operating costs.
    - *Capital Cost Summary* – Include projected annual cost of each capital project outlined in the Schedule of Projects. This may include any technology, policy, agency plans and studies, or marketing-related project costs, as well.
    - *Total Plan Costs* – Show the total cost of the TDP Operating & Capital Program for each year of the 10-year TDP.

- The Financial Plan table should be followed by a listing of the assumptions used in developing the related operating and capital costs, including but not limited to unit costs, project initiation/timelines, inflation/growth factors, and others used.
- While not required, transit agencies may choose to add an annual revenue/funding summary to the Financial Plan. This may include any anticipated Federal, State, local, and directly-generated revenue sources, such as farebox or advertising revenues, all of which are reasonably expected to be available on each year of the TDP. Listing of the assumptions used in developing the revenues should also be included, as applicable.
- Total annual operating and capital costs previously calculated can be carried forward to the revenue summary so that budget surpluses or shortfalls for each year can be identified and presented, as well.

List of Priority Projects

After an agency develops a Schedule of Projects for its TDP, it is important to weigh the benefits of each project improvement against the full list of candidates to evaluate and prioritize those improvements in the schedule. By conducting a project evaluation, the agency can best prioritize the proposed projects to develop its now required "List of Priority Projects" to allocate available or expected funding through an objective ranking process.

Evaluation Process

The following three-step methodology may be used to evaluate and prioritize the Schedule of Projects in a TDP:

- Define evaluation criteria and assign weights
- Develop performance standards/thresholds
- Evaluate and produce a matrix of project priorities

While it may be necessary to use some type of project evaluation process in order to develop a List of Priority Projects, the scale and complexity of that process should be determined by the transit agency based on the resources available and the importance of the various factors impacting transit in its community.

Prioritization of TDP Projects

When selecting appropriate criteria to use to develop the List of Priority Projects, some criteria may be considered more important than others. In the event that the criteria differ in importance, the evaluation should also include an opportunity to assign weights to reflect these levels of importance. A selection of criteria that are suggested for a transit agency to consider for evaluating the Schedule of Projects in its TDP is presented below.

- *Public and Stakeholder Input* – Public/stakeholder outreach and agency coordination are two of the most important focus areas for a TDP, as they can yield input and direction that may help identify support for a particular service or capital improvement from the community and the agency stakeholders.
- *Priority Transit Corridor Access & Connectivity* – This criterion may provide a "leg up" for projects that promote access to and within Priority Transit Corridors, which have been identified and evaluated for the TDP based on key factors such as transit-supportive land use/urban design patterns and local plan consistency and direction, among others.

- *Ridership Productivity & System Efficiency* – Since each of these measures are critical to the success of a transit agency, services expected to perform well in terms of productivity and efficiency should receive a higher priority. Forecasts of ridership and revenue hours from TBEST modal outputs and project operating costs from the Financial Plan may be used for this criterion.
- *Financial Feasibility* – A criterion may also be selected that closely reflects the objective of providing a financially feasible and efficient transit system. Financial feasibility is typically linked to funding availability and revenue potential, especially the local government's potential to support a particular transit alternative.

In addition to criteria that may be considered important by the local community and/or transit agency, it may be prudent to use additional criteria to ensure that projects also receive due recognition and rank well on the list based on the perspectives of local and state partners. This is especially true when funding or coordination from these partners is crucial for a given project's potential implementation. For example, incorporating priorities that FDOT and the MPO have already considered or plan to consider in their UPWPs or TIPs to accomplish their own vision may help transit agencies secure necessary local and state support for their projects.

Preparing the List of Priority Projects

The final step of this component as well as in the TDP under the updated Rule is to prepare and present the List of Priority Projects for the next 10 years, outlining the service and capital improvements/strategies.

- Provide a table that lists the proposed project improvements in the TDP, by including the following information for each.
  - Project name and description
  - Priority ranking
  - Implementation timeframe
  - Type of service
  - Project location
  - Funding availability
- In addition to projects that may be recommended for implementation during the next 10 years, this table should also include projects that may be recommended or intended for implementation beyond the TDP horizon.

It is important for transit agencies to recognize that the List of Priority Projects does not preclude the agency or the community from delaying an already higher priority or advancing an improvement that is ranked lower in the list, as priorities are subject to change. A project's implementation timeline (or even its scale) may be adjusted as priorities shift, cost assumptions change, or more funding becomes available. The changes in implementation and shifts in priorities should be reported in the Annual TDP Update, discussed next in this handbook.

TDP Preparer's Checklist

Table 1 provides a checklist of elements for a TDP that are required under the TDP Rule. TDP preparers must include all of these elements at a minimum to ensure their plan follows and is compliant with the current Rule, which is necessary for FDOT approval.

Table 1: TDP Preparer's Checklist

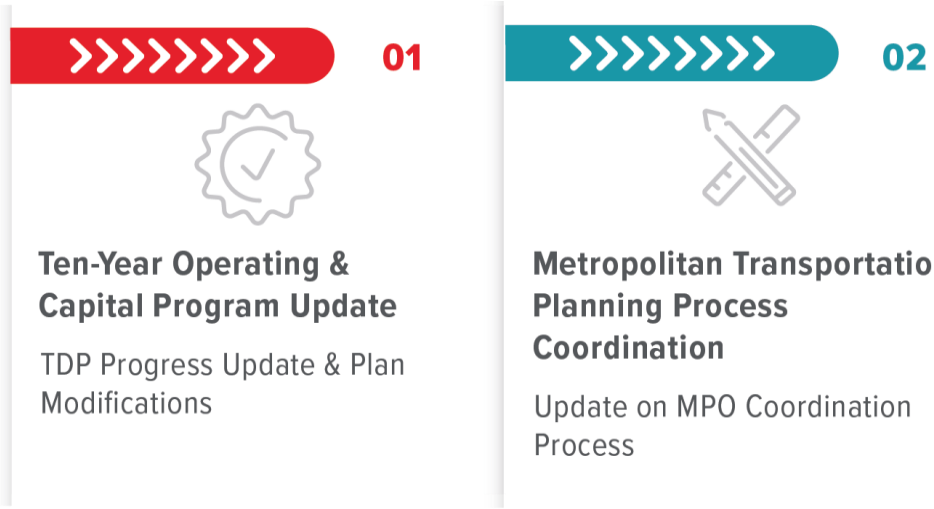
	TDP Rule Requirement	TDP Component /Chapter
☐	Approved PIP for public involvement (TDP-specific PIP approved by FDOT, or MPO-adopted PIP approved by FTA and FHWA)	Public Involvement
☐	Opportunities for public involvement outlined in PIP	Public Involvement
☐	Summaries of outreach process and activities included in TDP	Public Involvement
☐	Solicitation of comments from local/regional workforce board	Public Involvement
☐	Notifications on public meetings to FDOT, local/regional workforce board, local government comprehensive planning departments, and MPO	Public Involvement
☐	Review opportunities for FDOT, local/regional workforce board, local government comprehensive planning departments, and MPO	Public Involvement
☐	Relationship reviews of plans/studies as identified by TDP Rule	Context Evaluation
☐	Coordination with MPO on LRTP data, outreach, and goals	Context Evaluation
☐	Consistency review with UPWP, TIP, and Corridor Development Studies	Context Evaluation, Operating & Capital Program
☐	Assessment of land use and urban design patterns	Land Use & Corridor Development
☐	Identification, evaluation, and ranking of priority transit corridors	Land Use & Corridor Development
☐	Annual projection of transit ridership using FDOT-approved software tool or other FDOT-approved method	Operating & Capital Program
☐	10-year Schedule of Projects with descriptions, maps, timelines, costs, and the types and levels of service and capital improvements	Operating & Capital Program
☐	10-year Financial Plan with operating and capital costs for the Schedule of Projects	Operating & Capital Program
☐	Ranked List of Priority Projects based on the Schedule of Projects, with descriptions, types, locations, and funding availability	Operating & Capital Program
☐	Presented to the MPO Board	n/a
☐	Approved by transit agency governing board	n/a
☐	Submitted to FDOT by March 1st, or a revised date as agreed by FDOT	n/a

3 Components of Annual TDP Updates

While TDPs in Florida are required to go through an update every five years, the Rule also requires an Annual TDP Update in the interim years. This interim update must be submitted to the appropriate FDOT District Office on the same TDP due date by agencies receiving state transit funds.

The Annual TDP Update is primarily a revised 10-Year Operating & Capital Program, removing the previous year and adding the new year. The elements required for an Annual TDP Update are shown in Figure 3 and summarized throughout this chapter. As the case for the development of TDPs, additional guidance and recommendations for developing Annual TDP Updates and meeting their specific requirements are also provided.

Figure 3: Required Elements for Annual TDP Updates



Annual TDP Updates

The key element of the Annual TDP Update requirement is the updated 10-year Schedule of Projects, Financial Plan, and List of Priority Projects.

TDP Rule References

14-73.001, Part (4): *The Annual TDP Update shall be an update of the ten-year operating and capital program. This update shall include a formatted table presenting the ten-year schedule of projects, financial plan, and list of priority projects, and any updated modifications to the previous year's ten-year operating and capital program and extending this ten-year operating and capital program to a new tenth year.*

The Annual TDP Update shall include a brief narrative overview of the TDP process specifically addressing progress, and achievements of the Metropolitan Transportation Planning Process Coordination Program.

Preparing Annual TDP Updates

- *Update planning horizon of the Schedule of Projects and the Financial Plan by removing the previous year and adding a new tenth year.*
- *Update the TDP Schedule of Projects table by modifying/updating, as necessary, any project details, types and levels of service, timeframes for implementation, and associated operating and capital costs.*
- *Update operating and capital costs as necessary in the TDP Financial Plan with the new tenth year and document any new/revised assumptions used.*
- *Update the List of Priority Projects, modifying based on any shifts/changes in priorities, implementation timelines, associated costs, and status/availability or funds, if applicable.*
- *Provide a general overview of the annual update process.*
- *Report on the progress made with the MPO coordination process that was outlined in the adopted TDP.*
- *List any achievements related to MPO coordination and collaboration on the TDP.*
- *List any new or expanded efforts to continue and/or improve the transit agency's engagement with the MPO's transportation planning process.*

Preparer's Checklist for Annual TDP Updates

Table 2 provides a checklist for preparing an Annual TDP Update with all the basic requirements for Rule compliance and FDOT approval.

Table 2: Preparer's Checklist for Annual TDP Updates

	Checklist for Preparing Annual TDP Updates
☐	Brief overview of the TDP process
☐	Updated 10-year Schedule of Projects table
☐	Updated Financial Plan table with previous year removed and a new tenth year added
☐	Updated List of Priority Projects table
☐	Documents progress and achievements on coordination efforts with local MPO, including coordination on UPWP, TIP, and Corridor Development Studies during the previous year
☐	Draft report presented to the MPO Board as an informational item
☐	Final report submitted to FDOT by March 1st, or a revised date as agreed by FDOT

Additional Guidance & Recommendations

The TDP process is not intended to confine a transit agency to a strict list of priorities or an implementation schedule, but instead empower the agency every year after a TDP to continue to incorporate the community's needs and adapt if priorities change. The Annual TDP Update helps ensure that the TDP remains a "living document." The Annual TDP Update also provides an opportunity for the transit agency to check in on the progress made with ongoing MPO coordination efforts and any noteworthy achievements during that planning year. In addition to accounting for any applicable impacts from UPWP or TIP updates, this continued coordination can also help if the MPO amends its LRTP to revise its long-range transit component. Guidance on a basic report outline and recommended content to include in an Annual TDP Update is discussed below.

Overview of TDP Process

The opening part of the Annual TDP Update may be used to provide a general overview of the annual update process, including any highlights/significant operational changes for the transit agency in the past year. However, only a brief (preferably no more than one page) summary is recommended.

10-Year Operating & Capital Program Update

Each year following an Annual TDP Update, the 10-year timeframe is incremented forward one year to add a new tenth year along with the following updates to the adopted TDP's 10-Year Operating & Capital Program.

- Update the Schedule of Projects
  - Indicate any changes to project descriptions, including their intended purposes, type or level of service, location.
  - Update operating and capital costs as necessary. This may include applying new inflation factors or revising previously estimated project costs due to changes in scale or need.
  - Adjust the implementation timeline as needed.
- Provide a Financial Plan for the new 10-year period with updated costs.
- Update the List of Priority Projects in the TDP based on the new Schedule of Projects and the revised Financial Plan. Indicate any changes to funding and implementation timeline for each project.

Metropolitan Transportation Planning Process Coordination Update

Continued progress with MPO coordination efforts since the TDP was adopted should be summarized. This may include:

- Participation in MPO committees to ensure planning activities are coordinated for transit system development.
- Efforts to ensure that transit planning needs are considered in the UPWP and TIP.

Clarity on Report Expectations

The TDP Rule has historically defined what an Annual TDP Update must include at a minimum but has provided little guidance on format and scale. Due to this, transit agencies have submitted their updates with varying levels of consistency and level of detail. This has required additional effort by FDOT Districts to review Annual TDP Updates for compliance with the required elements. Due to this past practice and with the more streamlined requirements in the updated TDP Rule, transit agencies are advised to limit their Annual TDP Update reports to only a few pages, including the required tables, unless a more detailed update is necessary because of significant interim changes that have occurred.

4 Plan Submission & Approval Process

TDPs and Annual TDP Updates need to be submitted for review to the appropriate FDOT District Office on or before the March 1st due date. FDOT Central Office, in partnership with the District Offices, maintains an official list of TDP due dates. The due dates are posted on the Florida Transit Planning Network (FTPN) website at www.planfortransit.com.

TDP Rule References

14-73.001, Part (5)(a): *To be approved by the Department, a TDP must meet all applicable deadlines and address all requirements of this rule, including a public involvement plan that included opportunities for review and comment by interested agencies, and citizens or passengers during the development of the ten-year operating and capital program. The Annual TDP Update does not need to be adopted by the transit agencies governing board. The 5-year TDP must be approved by the transit agency's governing board. All 5-year TDP and Annual TDP Updates must be presented to the local MPO governing board.*

14-73.001, Part (5)(b): *TDPs must be submitted to the Department by March 1. Within 60 days of receiving an adopted TDP or Annual TDP Update, the Department will notify the provider as to whether or not the TDP or annual update is in compliance with the requirements of this rule, and, if not in compliance, a list of deficiencies will be cited to the provider for resubmittal. Within 30 days of any resubmitted TDP or annual update the Department will notify the provider as to whether or not the resubmission is in compliance with the requirements of this rule. TDPs filed late will be accepted if extenuating circumstances beyond the provider's control exist, and the District Office is able to complete its review and approval process by June 30.*

Approval & Submission Process

- *TDPs*
  - *Follow guidance from Chapter 2 of this handbook to develop a TDP that meets all requirements necessary for Rule compliance and FDOT approval.*
  - *Present the draft TDP to the local MPO Board as an informational item (no approval necessary).*
  - *Present the draft TDP to and obtain approval from the transit agency's governing board (TDP Rule does not require a public hearing for approval, unless required by the transit agency's governing board for approving TDPs).*
  - *Submit final TDP via email to FDOT District Office by March 1st due date.*

- *Annual TDP Updates*
  - *Follow guidance from Chapter 3 of this handbook to develop an Annual TDP Update that meets all the requirements necessary for Rule compliance and FDOT approval.*
  - *Present the draft Annual TDP Update to the local MPO Board as an informational item (no approval necessary).*
  - *Submit final Annual TDP Update via email to FDOT District Office by March 1st due date.*

Late Submissions

If a TDP is submitted late, coordinate with the FDOT District Office to provide the extenuating circumstances beyond the transit agency's control that contributed to the delay. Also, the agency must ensure that the FDOT District Office is able to complete its review and approval process by June 30th.

Approval & Submission Process

- *Once a TDP is submitted, the transit agency must allow FDOT 60 days to provide notification regarding its compliance or non-compliance.*
- *If compliant, include the approval letter issued by FDOT (email or otherwise) in the final TDP.*
- *A non-compliant TDP must be resubmitted after addressing all the deficiencies as listed by FDOT.*
- *Allow 30 days from the resubmittal for FDOT to notify the transit agency whether the resubmitted TDP is compliant or not; if still non-compliant, resubmit the TDP again after addressing all remaining deficiencies.*
- *If a delayed submission is necessary, coordinate with FDOT early on in the TDP process or as soon as the agency is sure an on-time submittal is not possible.*
- *If FDOT has accepted the extenuating circumstances for a late submittal, obtain this acceptance from FDOT in a letter or email.*
- *Coordinate with FDOT to ensure that its review and approval process will be completed by the June 30th deadline for the final approved TDP or Annual TDP Update to be at the appropriate District Office.*

Deadline for Compliance

The TDP Rule clearly specifies the report submittal and approval requirements that transit agencies must meet to avoid non-compliance with the TDP Rule that results in loss of state transit funds, as follows.

Rule Compliance

Requirement: To receive state transit funds, ensure an approved TDP is on file at the appropriate FDOT District Office by June 30th for the next FDOT fiscal year in which funding is available. Follow the guidance in this handbook to ensure that the TDP is developed to at least meet minimum content requirements, presented to the local MPO, approved by the governing body of the agency (if it is a five-year update), and submitted to and approved by FDOT by June 30th.

Noncompliance

If the TDP has not been submitted and approved by the June 30th due date (and no variance has been granted by FDOT for a time extension), the provider will be found in noncompliance with the Rule and will not receive any state public transit grant funds for the subject year of availability.

5 Funding Your Program of Projects

Per the TDP Rule, funds for a transit project for a transit agency will be considered based on the 10-year operating and capital needs identified in its adopted TDP. That process, as included in the TDP Rule on funding transit projects, is discussed in this section, including key deadlines/timelines and requirements.

TDP Rule References

14-73.001, Part (6): *Public transit funds will be considered on the basis of public transit needs as identified in TDPs. The Department is authorized to fund up to such percentages as are designated for each type of public transportation project by Chapter 341, F.S., for the respective state and federal projects described therein. The Department shall, within statutory parameters, determine the level of funding participation for each project.*

14-73.001, Part (6)(a): *State funding participation in public transit projects and services shall require a duly executed agreement, unless otherwise required by law.*

14-73.001, Part (6)(b): *Eligibility to receive state public transit grants from the Department is limited to those providers specifically designated by law to receive such grants, and determined by statutory budgeting and programming requirements.*

14-73.001, Part (6)(c): *Written requests for appropriated public transit grant funds by a provider are to be addressed to the District Office in which district the provider operates public transit service. The request shall include at a minimum the name and address of the provider, level of funding being requested, type of funding or program participation requested, and use to be made of the requested funds. Where a deadline for applications has been established, applications received after the deadline shall be returned. Deadlines for each program application may be obtained from the District Office.*

14-73.001, Part (6)(d): *Federal funds for which the Department is the primary recipient may involve special application procedures or submittal format, imposed by the federal grantor agency as a condition of receiving federal funds. The provider will be notified by the District Office of special application requirements at the time of submission of a written request for funding if the District Office has not previously distributed such information to the provider.*

14-73.001, Part (6)(e): *The Department will award public transit grant funds after July 1 of each state fiscal year, but will not award funds until a provider's TDP has been found to be in compliance with this rule.*

14-73.001, Part (6)(f): *Approved TDPs and Annual TDP Updates shall be on file at the appropriate District Office by the due date of June 30 for the next Department fiscal year in which funding is available. If a provider's required annual TDP documentation has not been submitted and approved by the June 30 due date, the provider will be found in noncompliance with the rule and will not receive any state public transit grant funds for the subject year of availability. Funds that may have been allocated for noncompliant providers will be allocated among the remaining eligible providers.*

Securing State Transit Funds

Eligibility to receive state public transit grants from FDOT is limited to those providers specifically designated by law to receive such grants and determined by statutory budgeting and programming requirements.

State Funding Requests & Applications

State funding participation in transit projects requires a duly executed agreement, unless otherwise required by law. Written requests for funds by a transit agency must be sent to the FDOT District Office where the transit agency operates its services, and include the following information at a minimum:

- Name and address of the transit service provider
- Level of funding being requested
- Type of funding or program participation requested
- How the requested funds will be used

Transit agencies may obtain information on deadlines for each funding program application from their corresponding FDOT District Office. Where a deadline for applications has been established, applications received after that deadline will be returned.

Federal Funds

Federal funds for which FDOT is the primary recipient may involve special application procedures or submittal format, imposed by the federal grantor agency as a condition of receiving federal funds. Transit agencies will be notified by their FDOT District Office of any special application requirements at the time of submission of a written request for funding if the District Office has not previously distributed such information to them.

Key Deadlines & Requirements

FDOT will award public transit grant funds after July 1st of each state fiscal year, but will not award funds until a provider's TDP has been found to be in compliance with the TDP Rule.

As indicated previously, an approved TDP from the transit agency, either five-year or annual update, must be on file at the corresponding FDOT District Office by June 30th in order for that agency to receive state transit funding for the next fiscal year. Per the TDP Rule, only such "compliant providers" will receive funds. In addition, compliant providers may also receive any unused funds that may have been originally allocated for non-compliant providers.

Part II

Reviewing Transit Development Plans

FDOT's Role & Responsibilities

Timely communication and coordination with FDOT are key ingredients of a successful TDP in Florida. The list below outlines FDOT's responsibilities in their involvement with TDPs, requiring coordination and communication between the Department and the transit agency during plan development as well as the plan submittal/approval process. However, additional and continued communication and coordination is beneficial and always encouraged.

Responsibilities for FDOT

The TDP Rule includes several key roles and responsibilities for FDOT to assume in the TDP process, as listed below.

- Review and approve PIPs, preferably within two weeks of receiving them.
- If informed, participate in public meetings where the TDP is to be presented or discussed.
- When provided the opportunity, review and comment on the TDP during the development of the proposed improvements and the 10-year implementation program.
- Approve alternative ridership forecasting methods, if not using TBEST for TDP ridership projections.
- Review and approve TDPs that meet all applicable deadlines and address all requirements of the Rule.
- Notify on approvals if the TDP follows the requirements of the Rule, and, if not in compliance, provide a list of deficiencies for correction prior to resubmittal.
- Use TDPs in developing FDOT's five-year Work Program and the Program and Resource Plan.
- Ensure that technical assistance for preparing TDPs is available.
- Consider requests for late TDP submittals, if and when time extensions are made due to extenuating circumstances.
- Award public transit grant funds after July 1st of each state fiscal year.

Pre-Submittal Approvals

Before the final TDP is submitted, there are a few formal written communications that FDOT must consider for approval. This includes, as previously indicated, the PIP and any alternative forecasting method if the TDP process is not using TBEST. In addition, any requests for late submittals may also need to be approved, if necessary.

PIP Approvals

One of the first items of a TDP that is reviewed and approved by FDOT is the PIP, which outlines the planned public engagement process for the TDP. While agencies may provide PIPs with varying levels and types of planned activities for their outreach processes, the TDP Rule guides FDOT reviewers on what must be included for them to be able to approve a PIP for compliance, as listed below.

- Provides brief descriptions of each public involvement activity planned.
- Indicates whether the agency plans to advise key stakeholders, including FDOT, local/regional workforce board, local government comprehensive planning departments, and local MPO, of all public meetings where the TDP is to be presented or discussed.
- Indicates whether the agency plans to provide the same stakeholders with an opportunity to review and comment on the TDP during the development of the proposed public transportation projects and services, and the 10-year implementation program.

- Establishes time limits for receiving comments from the key stakeholders.
- Shows how the TDP solicits comments from local/regional workforce board.

However, it is important to recognize that project parameters can change, and unforeseen circumstances can impact these plans. While these PIP requirements must still be met, the avenues to achieve them may deviate from the originally submitted PIP and should be allowed, as long as the changes do not reflect a significant reduction in the outreach scale and/ or quality originally intended by the agency.

Reviews & Approvals

The understanding of the FDOT review and approval process for TDPs and related annual updates can help transit agencies as well as FDOT reviewers follow the Rule and meet all of its basic requirements as intended. The general flow and outcomes of the review process can be summarized as follows:

- *Notification of Compliance* – For TDPs and Annual TDP Updates, the FDOT District Offices will send a notification of compliance via email to those agencies whose submittals have been deemed to be compliant with the TDP Rule. This notification will be transmitted before June 1st and provides assurance of receipt of the apportioned State funds for that fiscal year.
- *Notification of Compliance with Comments* – The FDOT District Offices will send notification of compliance with comments to those agencies whose submittals have been deemed to be compliant with the TDP Rule but may need or benefit from changes incorporated in the next TDP or Annual TDP Update. This enables an FDOT District Office to share feedback and suggestions with an agency so that its TDP processes can be improved, and it can avoid risking potential non-compliance in the future.
- *Notification of Non-Compliance with List of Deficiencies* – This provides the agency with a list of specific deficiencies that need to be addressed before a second review is completed for compliance. Notices of non-compliance are copied to the FDOT Central Office, Transit Planning Administrator.

Resubmittals and Re-reviews

If a TDP or an Annual TDP Update is found to be non-compliant, the transit agency and FDOT District Office may negotiate a schedule and necessary activities for resubmittal. Re-reviews of those plans must be completed before the June 1st deadline. Re-reviews of non-compliant TDPs or Annual TDP Updates are limited to 30 days. A re-reviewed plan may subsequently need to be reapproved by the adopting governing body; hence, compliance of a re-reviewed plan may be conditional on a subsequent approval.

Approval Timeline

According to the updated TDP Rule, once a transit provider submits a TDP or Annual TDP Update to its respective FDOT District Office by March 1st, that office will notify the provider of a decision within 60 days of receiving an adopted TDP or Annual TDP Update. The District Office will notify the provider as to whether or not the TDP or Annual TDP Update is in compliance with the requirements of the Rule, and, if not in compliance, a list of deficiencies will be cited to the transit provider for correction and resubmittal.

Within 30 days of any resubmitted TDP or Annual TDP Update, the FDOT District Office will notify the provider as to whether or not the resubmission is in compliance with the requirements of the Rule.

In addition, TDPs and Annual TDP Updates that are filed late will be accepted if extenuating circumstances beyond the transit provider's control exist, and the transit provider's FDOT District Office is able to complete its review and approval process by June 30th.

Checklists for Reviewing TDPs & Annual TDP Updates

Checklists are provided for FDOT reviewers at District Offices, to assist in their reviews of five-year TDPs and their annual updates. In addition, the checklists are intended also to provide a uniform guide for conducting these reviews statewide. As needed, these checklists can also be used as communication tools with transit agencies and may be adapted to each FDOT District Office's preferred format.

Table 3 provides a checklist of the basic components that are required in every TDP prepared under the current TDP Rule. These required components and the elements that comprise each must be included to ensure FDOT approval of TDPs. Regardless of the scale or extent they are included, the compliance of a duly submitted TDP will be determined based only on the inclusion of these required elements, as listed in Table 3.

In addition, Table 4 provides a similar checklist for reviewing Annual TDP Updates, identifying the components and their elements required under the current TDP Rule for these annual updates. Similar to TDPs, these required components must be included at a minimum and are adequate for FDOT approval of the Annual TDP Updates.

Table 3: FDOT Reviewer's Checklist for TDP Compliance

	TDP Rule Minimum Requirement	*Meets Minimum Requirement*	*FDOT Comments & Suggestions*
☐	Used TDP-specific PIP that has been approved by FDOT, or a local MPO-adopted PIP that has been approved by FTA and FHWA	☐	
☐	Opportunities for public involvement are outlined in PIP	☐	
☐	Included a description of the public involvement process used and the activities undertaken	☐	
☐	Solicited comments from local/regional workforce board	☐	
☐	Advised FDOT, the local/regional workforce board, local government comprehensive planning departments, and the MPO of all public meetings where the TDP was presented or discussed	☐	
☐	Provided FDOT, the local/regional workforce board, local government comprehensive planning departments, and the MPO an opportunity to review and comment on the proposed transit projects needs and implementation timeline	☐	
☐	Conducted relationship reviews of plans/studies as identified by TDP Rule	☐	
☐	Reviewed the relationship between the TDP's Operating & Capital Program and other local plans	☐	
☐	To the extent possible, coordinated with local MPO on data and utilized MPO's LRTP socioeconomic forecasts for baseline year and future year data for the TDP	☐	
☐	Coordinated with local MPO on LRTP outreach efforts by sharing outreach resources and findings, to the extent possible	☐	
☐	Reviewed current UPWP, TIP, and Corridor Development Studies to ensure TDP is consistent with them	☐	
☐	Coordinated with local MPO to inject transit-related guidance into LRTP goals and objectives and stay consistent with the goals and objectives in the LRTP	☐	
☐	Coordinated with local MPO to support their efforts to consider/include TDP project priorities in UPWP and TIP updates and Corridor Development Studies	☐	
☐	Assessed land use and urban design information in the service area	☐	
☐	Identified and evaluated priority transit corridors for the TDP and compared them with priority transit corridors in the LRTP, if any, for consistency and coordination	☐	
☐	Conducted 10-year annual projection of transit ridership using the software tool provided by FDOT, or using some other FDOT-approved estimation method and summarized ridership data	☐	

Table 3: FDOT Reviewer's Checklist for TDP Compliance (continued)

	TDP Rule Minimum Requirement	Meets Minimum Requirement	FDOT Comments & Suggestions
☐	Included a 10-year Schedule of Projects, including descriptions, maps, timeframes, costs, and the types and levels of service and capital improvements	☐	
☐	Included a 10-year Financial Plan with operating and capital expenses for the Schedule of Projects	☐	
☐	Included a ranked List of Priority Projects based on the Schedule of Projects, showing description, type, location, and funding availability by project	☐	
☐	Approved and adopted by the provider's governing body	☐	
☐	Presented to the local MPO Board	☐	
☐	Submitted to FDOT by March 1st or a revised date as agreed by FDOT	☐	

Table 4: FDOT Reviewer's Checklist for Annual TDP Update Compliance

	TDP Rule Minimum Requirement	Meets Minimum Requirement	FDOT Comments & Suggestions
☐	Included any updated modifications to the previous year's 10-Year Operating & Capital Program	☐	
☐	Extended the current 10-Year Operating & Capital Program to a new tenth year	☐	
☐	Included tables presenting updated 10-year Schedule of Projects, Financial Plan, and List of Priority Projects	☐	
☐	Presented to the local MPO Board	☐	
☐	Submitted to FDOT by March 1st or a revised date as agreed by FDOT	☐	
☐	Documented progress and achievements on coordination efforts with local MPO, including coordination on UPWP, TIP, and Corridor Development Studies	☐	
☐	Submitted to FDOT by March 1st or a revised date as agreed by FDOT	☐	

Appendix A

14-73.001 Public Transit (TDP Rule)

(1) Purpose. This rule sets forth requirements of Section 341.052(1) and (2), F.S., for the recipients of the Department's public transit grant funds.

(2) Definitions.

(a) "Department" means the Florida Department of Transportation.

(b) "District Office" means any of the seven geographically defined districts as set forth in Section 20.23(4)(a), F.S.

(c) "Provider" means a transit agency or a community transportation coordinator as set forth in Section 341.052, F.S.

(d) "MPO" means the Metropolitan Planning Organization or similarly named organization responsible for the federally required transportation planning processes in metropolitan areas, jointly administered by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) as set forth in 49 U.S.C. 5303 and 23 U.S.C. 134.

(3) Transit Development Plans (TDPs). TDPs are required for grant program recipients in Section 341.052, F.S. A TDP shall be the provider's planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. A TDP or an annual TDP Update shall be used in developing the Department's five-year Work Program, the Transportation Improvement Program, and the Department's Program and Resource Plan. A TDP shall be adopted by a provider's governing body. Technical assistance in preparing TDPs is available from the Department. TDPs shall be updated every five years in coordination with the development of the local MPO's Long Range Transportation Plan (LRTP) and the Metropolitan Transportation Planning process. The development of TDPs and MPO's Long Range Transportation Plans (LRTPs) shall be coordinated using the comparable baseline year and future year data to identify the multimodal system deficiencies, considering land use, state and local transportation plans, other governmental actions and policies, and socioeconomic trends. Every five years TDPs (TDP Updates) shall include all the elements described below.

(a) Public Involvement Process. The TDP preparation process shall include opportunities for public involvement as outlined in a TDP public involvement plan, approved by the Department, or the local MPO adopted Public Involvement Plan (PIP), approved by both the FTA and the FHWA. The provider is authorized to establish time limits for receipt of comments. The TDP shall include a description of the process used and the public involvement activities undertaken. As required by Section 341.052, F.S., comments must be solicited from local and regional workforce boards established under Chapter 445, F.S. The Department, the local/regional workforce board, local government comprehensive planning departments, and the MPO shall be advised of all public meetings where the TDP is to be presented or discussed, and shall be given an opportunity to review and comment on the TDP during the development of the proposed public transportation projects and services, and a ten-year implementation program.

(b) Relationship Review to Other Plans. The TDP shall consider and be consistent with the Florida Transportation Plan, the local government comprehensive plans, the MPO long-range transportation plan, and regional transportation goals and objectives. The TDP shall discuss the relationship between the public transportation Ten-Year Operating and Capital Program and other local plans.

(c) Metropolitan Transportation Planning Process Coordination Program. The TDP shall include a detailed coordination program defining collaborative participation and consistency in developing and implementing both the TDP and LRTP with the local Metropolitan Planning Organization, as well as other related MPO multi-modal planning and programming including the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), and Corridor Development Studies.

(d) Demand Estimation. An estimation of the community's demand for transit service using the planning tools provided by the Department, or a Department approved transit demand ridership forecast software and/or estimation technique with supporting demographic, land use, transportation, and transit data. The result of the transit demand estimation process shall be a ten-year annual projection of transit ridership.

(e) Land Use and Corridor Development Assessment. An assessment of the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of existing and future transit services, including any efforts being undertaken by the provider or local land use authorities to foster a more multi-modal operating environment. This assessment will also address priority transit corridors developed in the TDP as well as in the LRTP for consistency and coordination.

(f) A Ten-Year Operating and Capital Program. This program shall include:

1. A ten-year schedule of projects that identifies the provider's future operating and capital projects over a 10-year planning horizon. The ten-year schedule of projects shall include project descriptions, maps indicating areas to be served, a project timeline, associated costs, and the type and level of service and capital improvements to be provided.

2. A financial plan, which shall include a ten-year planning horizon that identifies each project's operating and capital expenses for the schedule of projects.

3. A list of priority projects based on the 10-year schedule of projects, which shall include a ranking by each project's importance, the description, type, location, and identification of funding availability. This list can include projects that exceed beyond the tenth year.

(4) Annual TDP Updates. The Annual TDP Update shall be an update of the ten-year operating and capital program. This update shall include a formatted table presenting the ten-year schedule of projects, financial plan, and list of priority projects, and any updated modifications to the previous year's ten-year operating and capital program and extending this ten-year operating and capital program to a new tenth year. The Annual TDP Update shall include a brief narrative overview of the TDP process specifically addressing progress, and achievements of the Metropolitan Transportation Planning Process Coordination Program.

(5) Plan Submission and Approval.

(a) To be approved by the Department, a TDP must meet all applicable deadlines and address all requirements of this rule, including a public involvement plan that included opportunities for review and comment by interested agencies, and citizens or passengers during the development of the ten-year operating and capital program. The Annual TDP Update does not need to be adopted by the transit agencies governing board. The 5-year TDP must be approved by the transit agency's governing board. All 5-year TDP and Annual TDP Updates must be presented to the local MPO governing board.

(b) TDPs must be submitted to the Department by March 1. Within 60 days of receiving an adopted TDP or Annual TDP Update, the Department will notify the provider as to whether or not the TDP or annual update is in compliance with the requirements of this rule, and, if not in compliance, a list of deficiencies will be cited to the provider for resubmittal. Within 30 days of any resubmitted TDP or annual update the Department will notify the provider as to whether or not the resubmission is in compliance with the requirements of this rule. TDPs filed late will be accepted if extenuating circumstances beyond the provider's control exist, and the District Office is able to complete its review and approval process by June 30.

(6) Grant Administration. Public transit funds will be considered on the basis of public transit needs as identified in TDPs. The Department is authorized to fund up to such percentages as are designated for each type of public transportation project by Chapter 341, F.S., for the respective state and federal projects described therein. The Department shall, within statutory parameters, determine the level of funding participation for each project.

(a) State funding participation in public transit projects and services shall require a duly executed agreement, unless otherwise required by law.

(b) Eligibility to receive state public transit grants from the Department is limited to those providers specifically designated by law to receive such grants, and determined by statutory budgeting and programming requirements.

(c) Written requests for appropriated public transit grant funds by a provider are to be addressed to the District Office in which district the provider operates public transit service. The request shall include at a minimum the name and address of the provider, level of funding being requested, type of funding or program participation requested, and use to be made of the requested funds. Where a deadline for applications has been established, applications received after the deadline shall be returned. Deadlines for each program application may be obtained from the District Office.

(d) Federal funds for which the Department is the primary recipient may involve special application procedures or submittal format, imposed by the federal grantor agency as a condition of receiving federal funds. The provider will be notified by the District Office of special application requirements at the time of submission of a written request for funding if the District Office has not previously distributed such information to the provider.

(e) The Department will award public transit grant funds after July 1 of each state fiscal year, but will not award funds until a provider's TDP has been found to be in compliance with this rule.

(f) Approved TDPs and Annual TDP Updates shall be on file at the appropriate District Office by the due date of June 30 for the next Department fiscal year in which funding is available. If a provider's required annual TDP documentation has not been submitted and approved by the June 30 due date, the provider will be found in noncompliance with the rule and will not receive any state public transit grant funds for the subject year of availability. Funds that may have been allocated for noncompliant providers will be allocated among the remaining eligible providers.

Rulemaking Authority 334.044(2), 341.041(12)(b) FS. Law Implemented 341.041, 341.051, 341.052, 341.071 FS. History–New 9-24-75, Formerly 14-73.01, Amended 12-8-92, 2-20-07, 7-9-24.

Appendix B

TDP Resources & FDOT Technical Assistance

Appendix C

Acronyms

ACS	American Community Survey
FAC	Florida Administrative Code
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FTPN	Florida Transit Planning Network
GIS	Geographic Information System
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
PIP	Public Involvement Plan
PPP	Public Participation Plan
RWB	Regional Workforce Board
TBEST	Transit Boardings Estimation and Simulation Tool
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TPA	Transportation Planning Agency
TPO	Transportation Planning Organization
USDOT	U.S. Department of Transportation
YOE	Year of Expenditure

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