



Florida Department of Transportation

RON DESANTIS
GOVERNOR

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Fort Lauderdale, FL 33309

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SECRETARY

Transportation Regional Incentive Program (TRIP)

Application Checklist

Project Title: _____ Date: _____

Following documents and/or attachments are required and must be included with application submittal:

- Application Checklist – completed and signed by all applicable parties. **(Application Checklist.pdf)**
- Project Scoping Application Form. **(Project Scoping_Funding_Application.pdf)**
- Completed Engineer Cost Estimate.
(prepared and signed by a Professional Engineer from the Agency’s Engineering Office)
- Project Location Map - depicting Begin and End limits for proposed project. **(Location_Map.pdf)**
- Existing and Proposed Typical Sections - including existing ROW width and dimensions for all existing and proposed features. Include features that might represent potential conflict such as existing utility poles, lighting, exist. fence, etc. **(Typical_Sections.pdf)**
- Right-of-Way Ownership Verification- Maps or applicable documents denoting ownership for the project. Project location shall be highlighted/noted within provided documents. **(Right-of-Way.pdf)**
(Right of way maps, Plats, deeds, certified surveys, Land use Agreements, right of use permits and/or easements). Copies of original documents required, Screenshots from any website are not allowed.
- Public Involvement/ Outreach Documentation- detailed public support on how was the community support gathered and evaluated. **(Public_Support.pdf)**
(public outreach presentations, Sign- in sheets, meeting minutes, flyers, social and/or newsletters)
- Required Resolution of Support: **(Resolution.pdf)**

For Projects to be administered by FDOT:

(All projects to be administered and delivered by FDOT must be vetted by the Department 6 weeks prior to application submittal. The Department shall consider the request to determine viability of entity to deliver project, which may be the Department or the local agency)

- Select what applies:
- On- system project (State road)
 - Off-system project (Local road) - Agency requests FDOT to administer
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- Letter of consistency from Department providing feedback on the project.
 - Resolution from the applicant's governing board approving the specific project recognizing the Department delivering the project on behalf of the agency for Design and Construction phases.
 - Resolution from the responsible governing board confirming commitment to fund the project's O&M.
(Projects administered by the Department on behalf of the local agency requires a signed Highway Maintenance Memorandum of Agreement (HMMOA) with the Department during Design.)
 - The prioritized list of regionally significant projects developed by the Regional Transportation Area.
 - Project support data, as appropriate.
 - Provide implementation schedules for all appropriate phases.
 - Document that the candidate improvement appears in the capital improvement schedule of the local comprehensive plan.
 - Document that level-of-service standards for the facility to be improved have been adopted by the local government with jurisdiction and are consistent with the level-of-service standards adopted by FDOT.
 - Document that the candidate project meets the following TRIP statutory eligibility requirements.
 - Support facilities that serve national, statewide or regional functions and function as an integrated transportation system,
 - Be identified in appropriate local government capital improvements program(s) or long term concurrency management system(s) that are in compliance with state comprehensive plan requirements,
 - Be consistent with the Strategic Intermodal System(SIS),
 - Be in compliance with local corridor management policies, and
 - Have commitment of local, regional or private matching funds.

If any of the above required items are not submitted by Application Submittal date, the application will be considered incomplete and will not be vetted by the Department nor be considered for programming for the current cycle.

Signatures below are required, certifying that the documentation included in application submittal has been reviewed and completed in accordance with this checklist.

Applicant/Agency Representative

Signature

Name/ Title

Date

Applicable MPO/TPO/TPA Representative

Signature

Name/ Title

Date