

After an agency submits a List of Priority Projects (LOPP) Project Screening Form, LSMPO will conduct a review to determine if a full Project Information Application (PIA) needs to be completed. If a new PIA is determined to be necessary, your agency will need to provide comprehensive project information as outlined in the checklist below. Before submitting the initial Project Screening Form for a project, preview this list and consider whether your agency will be able to provide the information below if a PIA is requested. If a current PIA is not on-file and a new one cannot be sufficiently completed, the project will not move forward.

For questions, contact Mike Woods at [mwoods@lakesumtermpo.com](mailto:mwoods@lakesumtermpo.com) or (352) 315-0170.

### PIA Sufficiency Checklist Items

- Application dated
- Applicant information completed
- Contact information completed
- Project information completed
- Requested phase(s) marked
- MAP of the project location is attached. *It is critical that a map is provided identifying the project location.*
- Project SCOPE attached (if construction phase, no scope is needed)
- Project Preliminary SCHEDULE is attached and complete
- Project COST ESTIMATE attached (with back-up documentation explaining methodology and/or source of estimate)
- If requesting a construction phase, Right-of-Way Certification is attached. If not, Maintenance maps/records are attached. The following attachments must be included in the package:
  - 1) Signed and sealed plans
  - 2) Engineer's estimate
  - 3) Bid Documents and Specifications Package
  - 4) Signed LAP Construction Checklist
  - 5) Right of Way Certification
  - 6) Environmental Certification
  - 7) All necessary permits
  - 8) LAP Certification
- Project Description completed. *Ensure that full descriptive detail is provided to understand the background, location, and general purpose of the project.*
- Project Purpose and Need Statement completed. *It is important to provide a thorough statement of purpose and need that is consistent with any documented purpose and need information that may already exist for the project.*

# List of Priority Projects

## Project Sufficiency Checklist

- Copy of study or data supporting need for project attached. *It is critical to attach all prior studies, analysis and/or data that supports and provides justification for the project.*
- Transit/Aviation/Seaport/SIS questions addressed.
- Indicates whether project is on the Federal Aid System
- Copy of Local Government's Comprehensive Plan page(s) referring to project is attached
- Copy of LSMPO's Long Range Transportation Plan page(s) referring to project is attached
- Table on work type, most recent phase, and who is performing work is completed. *It is critical for this table to be fully completed to ensure that FDOT is aware of current project status and detail.*
- Local Agency LAP Certification is attached. *For federally funded projects that will be managed locally, it is critical to include this certification.*
- Table for working type and funding completely filled out for each phase. *As above, it is critical for this table to be fully completed to ensure that FDOT is aware of current project status and detail.*

