



## MEETING NOTICE & AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **BPAC PROJECT REVIEW SUBCOMMITTEE** will be meeting on:

**DATE:** Tuesday, September 27, 2022

**TIME:** 3:00 p.m.

**PLACE:** River to Sea TPO  
2570 W. International Speedway Blvd.,  
Suite 100 (Conference Room)  
Daytona Beach, Florida 32114-8145

**NOTE:**  
Microsoft Teams Meeting has  
been established for remote  
participation.

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**Ms. Gayle Belin, Chairperson**

### AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE**
- II. PUBLIC COMMENT/PARTICIPATION** *(length of time at the discretion of the Chairman)*
- III. ACTION ITEMS**

- A. REVIEW AND RECOMMEND IMPROVEMENTS TO THE PROJECT PRIORITIZATION PROCESS** *(Contact: Stephan Harris) (Enclosure, page 2)*

- IV. STAFF AND SUBCOMMITTEE MEMBER COMMENTS**

- V. ADJOURNMENT**

#### BPAC Project Review Subcommittee Members

Jason Aufdenberg, Gayle Belin, Terry Lodge, Nic Mostert, Roy Walters, Ted Wendler

cc: Stephanie Moss, FDOT; Rakinya Hinson, FDOT; BPAC, TCC, CAC, TPO staff; Press

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Daytona Beach, Florida 32114-8145, (386) 226-0422, extension 20416 at least five (5) working days prior to the meeting date.

**SUMMARY SHEET  
BPAC PROJECT REVIEW SUBCOMMITTEE  
SEPTEMBER 27, 2022**

**III. ACTION ITEMS**

**A. REVIEW AND RECOMMEND IMPROVEMENTS TO THE PROJECT PRIORITIZATION PROCESS**

**BACKGROUND INFORMATION:**

Each year as we complete another cycle of the project prioritization process, the TPO staff asks the BPAC Project Review Subcommittee to evaluate the process and recommend improvements for the next cycle. The aim is to achieve the best possible outcomes in terms of identifying and promoting transportation-related priorities consistent with the community's goals and objectives as prescribed in the Connect 2045 Long Range Transportation Plan.

To facilitate this review, the following documents are enclosed:

- Priority Process Review – Starter List of Considerations
- 2022 General Instructions for Bicycle/Pedestrian and B/P Local Initiatives Projects
- 2022 Priority Project Application for Bicycle/Pedestrian Projects
- 2022 Priority Project Process Schedule
- Executed Resolution 2021-23 (Delineating Local Match Requirements)
- Executed Resolution 2021-22 (Reaffirming SU Set Aside Percentages)
- Executed Resolution 2021-24 (Reaffirming Priority Project Process)

***ACTION REQUESTED:***

***MOTION TO RECOMMEND IMPROVEMENTS TO THE PROJECT PRIORITIZATION PROCESS***

## **R2CTPO Priority Project Process Review – Starter List of Considerations September 2022**

The following is a starter list of considerations relating to the TPO's Priority Project Process for discussion by the BPAC Project Review Subcommittee. It is not intended to limit discussion.

### **I. General Considerations:**

- A. Are the existing policies flexible enough to enable the TPO to utilize additional federal transportation funding?
- B. Is the proposed 2022 Priority Project Process schedule acceptable?
- C. Are the instructions and project applications clear and concise?
- D. How does the TPO integrate targets for performance measures into project scoring criteria and/or applications?

### **II. Feasibility Study Application:**

- A. Is the Statement of Project Purpose and Need adequate?

### **III. Project Implementation Application:**

- A. Is the project description sufficient to understand the full scope, limits, and character of the project and is it consistent with the feasibility study recommendations, if any?

### **IV. Resolution 2021-22:**

- A. Are there any changes to mixed project application requirements?

### **V. Resolution 2021-23:**

- A. Are there any changes to local match requirements?

### **VI. Resolution 2021-24:**

- A. Are there any changes to protected rankings?



## 2022 Application for Project Prioritization **Bicycle/Pedestrian Projects**

**December 2021**

### **General Instructions:**

For the 2021 Call for Projects, the R2CTPO is accepting applications for Feasibility Studies and Project Implementation.

Feasibility studies assess the engineering and planning characteristics of bicycle/pedestrian projects. Feasibility studies must include, but not be limited to, the determination of available right-of-way, documentation and identification of the solutions of obstacles that may impede the project's constructability, permitting and socioeconomic constraints, landscaping, drainage and an engineer's estimate of related planning, design, right-of-way and construction costs.

The R2CTPO has two different application forms for Bicycle/Pedestrian and B/P Local Initiatives Projects. One is to be used when applying for a Feasibility Study; the other is to be used when applying for Project Implementation. For a given project, applications for Feasibility Study and Project Implementation must be submitted in separate application cycles.

When applying for Project Implementation, the applying agency will also be required to submit a completed copy of FDOT's Project Information Application Form. No project will advance beyond a Feasibility Study unless the R2CTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study. The applying agency is required to use the minimum threshold programming amount of \$250,000 for design (phase 38), right-of-way (phase 48), and construction (phase 58). There is no minimum threshold programming amount for construction engineering inspection (CEI).

Applications will be ranked based on the information supplied in the application. The TPO is not obliged to consider information pertaining to the project request that is not included in the project application. However, applying agencies are encouraged to be present for the evaluation of their applications to provide clarification, if needed. Mixed projects (defined as a project that is not a stand-alone bicycle/pedestrian project) require separate applications for the bicycle/pedestrian category and traffic operations/safety category. Updated cost estimates for projects on the bicycle/pedestrian list of prioritized projects are to be submitted with a letter of continuing support by February 26, 2021. After the List of Prioritized Projects is adopted by the R2CTPO Board in June, if a project is withdrawn by the sponsor, an official letter of withdrawal and/or email must be submitted to the R2CTPO within thirty (30) days.

**Incomplete applications will not be accepted.**

**Eligible Project Sponsors for the 2022 Call for Projects.**

- Local governments;
- Transit agencies;

- School districts or educational institutions;
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible.

Eligible activities related to surface transportation that can be funded with **Transportation Alternatives funds**<sup>1</sup>:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting, signage, and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Construction, planning, and design of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements.

All construction and pre-construction work phases will be administered by the Florida Department of Transportation (FDOT) or other Local Agency Program (LAP) certified local government. Reimbursements are distributed only to a LAP certified agency responsible for completing the tasks. FDOT assigns a LAP Design and LAP Construction Liaison for each project. Federal law requires that each project be administered under the rules and procedures governing federally funded transportation projects. Certified Local Agencies comply with all applicable Federal statutes, rules and regulations.

#### **Initial Project Screening:**

Any project submitted by a local government for consideration needs to meet the following screening criteria:

For any proposed facility to be considered eligible through the TPO process, the project must be included on the **River to Sea TPO's Bicycle and Pedestrian Plan** <https://www.r2ctpo.org/planning-studies/bicycle-pedestrian/draft-bicycle-pedestrian-plan/> or a local government adopted **Bicycle/Pedestrian Plan**.

Is this **Shared Use Path** project at least 12 feet wide?

- If **Yes** – the project is eligible.

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<sup>1</sup> It is the River to Sea TPO's intent to extend eligibility to all of the activities included within the meaning of the term "Transportation Alternatives" pursuant to 23 U.S.C. 101(a)(29) except the following:

1. Construction of turnouts, overlooks, and viewing areas;
2. Community improvement activities, including –
  - a. inventory, control, or removal of outdoor advertising;
  - b. **historic** preservation and rehabilitation of historic transportation facilities;
  - c. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - d. archaeological activities related to impacts from implementation of a transportation project eligible under title 23;
3. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to –
  - a. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
  - b. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats
4. Safe Routes to School coordinator
5. Planning, designing, or construction boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

- If **No** – justification is required to determine eligibility.

Is this **Sidewalk** project at least 5 feet wide?

- If **Yes** – the project is eligible.
- If **No** – the project application is not acceptable.

Is this an activity that can be funded with **Transportation Alternatives Funds**?

- If **Yes** – the project is eligible.
- If **No** – the project application is not acceptable.

**Local Match Requirement:**

R2CTPO Resolution 2021-XX provides that the governmental entity requesting state and/or federal transportation funds shall be required to match those funds programmed on the project with local funds at the ratio of 10% local funds to 90% state and/or federal funds. The match shall be by project phase for each programmed phase including feasibility study. A non-federal cash match is required for a feasibility study. For all other phases, the local match is defined as non-federal cash match and/or in-kind services that advance the project. This resolution also reaffirms the R2CTPO's policy that the applying agency (project originator) shall be responsible for any cost overruns encountered on a project funded with state and/or federal transportation funds unless the project is on the state highway system, in which case, the State DOT shall be responsible for any cost overruns.

**Other Funding Requirements:**

All project applications are subject to approval by the R2CTPO Board. Other funds (in addition to SU funds) may be used to fund project phases or overall costs.

**Electronic and "Hard Copy" Submittal Requirements:**

Any project submitted by a local government for consideration **MUST** include the following information/materials:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF).

Electronic documents must be submitted through the R2CTPO FTP site:

<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

2. The application and all supporting documentation shall be included in one electronic PDF file.
3. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
4. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
5. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size. If you are unable to produce an electronic document as prescribed here, please contact R2CTPO staff to discuss other options. If you are unable to upload to the R2CTPO FTP site, please contact R2CTPO staff to discuss other options.

6. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.
7. Submit any available right-of-way information.
8. **Each application MUST include a Project Map** that clearly identifies the termini of the project, Proximity to Community Assets and Network Connectivity through the use of a one (1) mile radius buffer for Shared Use Path projects and **Transportation Alternatives Activities** and a one-half (½) mile radius buffer for Sidewalk projects. Maximum map size is 11" x 17".
9. In addition, all maps MUST include a **Scale** (in subdivisions of a mile), **North Arrow**, **Title** and **Legend**. Photographs are encouraged and must be captioned.

**Projects that contribute directly to the completion or enhancement of the following trail systems may be eligible for inclusion as Regional Trail Projects:**

1. SunTrail Network
2. Priority and Opportunity Land Trails of the Florida Greenways and Trails System (FGTS) Plan

**Will this proposed project contribute directly to the completion or enhancement of any of the aforementioned regional trail systems?**    Yes ☐    No ☐

**R2CTPO staff will provide assistance in completing an application  
at the request of any member local government.**

## Bicycle/Pedestrian Links

- [Bike Florida, Inc.](#)
- [Bike Safety Guide](#)
- [Bike/Walk Central Florida](#)
- [Biking West Volusia](#)
- [Central Florida Community Traffic Safety Teams](#)
- [Central Florida Safe Routes Portal](#)
- [Central Florida Scenic Byway Brochure](#)
- [Coast to Coast Trail](#)
- [Commute Orlando](#)
- [Commuting by Bike: Safety Guide & Tips](#)
- [Cycling Savvy](#)
- [D5 TransPed Pedestrian and Bicycle Planning Tool](#)
- [East Coast Greenway](#)
- [Flagler County Parks and Recreation](#)
- [Florida East Coast Greenway](#)
- [Florida Bicycle Association](#)
- [Florida Bicycle Law](#)
- [Florida DEP Office of Greenways and Trails](#)
- [Florida DOT Alert Today, Alive Tomorrow](#)
- [Florida DOT Pedestrian and Bicycle Program](#)
- [Florida DOT Bicycle/Pedestrian Non-Motorized Database System \(Traffic Counts\)](#)
- [Florida DOT Non-Motorized Traffic Monitoring Program](#)
- [Florida DOT Safe Routes to School](#)
- [Florida Greenways and Trails Foundation](#)
- [Florida Pedestrian/Bicycling Safety Resource Center](#)
- [Florida Safe Routes to School](#)
- [Florida Scenic Highways Program](#)
- [Florida Traffic Safety Dashboard/Signal Four Analytics](#)
- [Florida Urban and Community Forestry Grant Program](#)
- [National Center for Safe Routes to School](#)
- [Palm Coast Trail Map & Park Guide](#)
- [Pedestrian and Bicycle Information Center](#)
- [Safe Routes to School National Partnership](#)
- [Safe Routes to School Online Guide](#)
- [St. Johns River to Sea Loop Alliance](#)
- [SUN Trail Network](#)
- [East Central Regional Rail Trail](#)
- [USDOT/FHWA Pedestrian & Bicycle Safety](#)
- [Visit Florida – Florida Trails & Greenways](#)
- [Volusia County Trails Program](#)
- [SRTS Resources List](#)
- [NTSB 2020 Bicycle Safety Research Report](#)





## 2022 Application for Project Prioritization – **FEASIBILITY STUDY**

# Bicycle/Pedestrian Projects

All applications must be uploaded to the TPO file transfer site by 2:00 p.m. (EST) on February 25, 2022  
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

Project Title: \_\_\_\_\_

Applying Agencies (project sponsor): \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Does the Applying Agency expect to be certified by FDOT to perform work under the Local Agency Program (LAP) process? ☐ YES ☐ NO

If not, what local government agency will perform the work on behalf of the Applying Agency? \_\_\_\_\_  
[Attach a letter of intent from the agency that will perform the work.]

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located: \_\_\_\_\_

*[If not the same as Applying Agency, attach letter of support for the proposed project from the responsible entity. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applying agency's responsibility will be.]*

Priority of this proposed project relative to other applications submitted by the Applying Agency: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Location (include project length and termini, if appropriate, and attach location map): \_\_\_\_\_

**Project Eligibility for Federal Funds** (check the appropriate box):

- ☐ the proposed improvement is located on the Federal-aid system. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaid/>);
- ☐ the proposed improvement is **not** located on the Federal-aid system, but qualifies as a type of improvement identified in 23 U.S.C. §133 that is not restricted to the Federal-aid system.

## **Project Purpose and Need Statement:**

In the space provided below, describe the purpose and need for this proposed project. It is very important that the Purpose and Need Statement is clear and complete. It will be the principal consideration in ranking the project application for a feasibility study. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the project is being given relative to other needed transportation projects is warranted. The Purpose and Need Statement will also help to define the scope for the feasibility study, the consideration of alternatives (if appropriate), and project design.

The purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., mobility and/or safety). Other important issues to be addressed by the project should be identified as ancillary benefits. The purpose should be stated in one or two sentences as the positive outcome that is expected for each criterion. For example, "The purpose is to provide a connection between a park and a school." It should avoid stating a solution as a purpose, such as: "The purpose of the project is to add a sidewalk." It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

The need should establish the evidence that the problem exists, or will exist if anticipated conditions are realized. It should support the assertion made in the Purpose Statement. For example, if the Purpose Statement is based on safety improvements, the Need Statement should support the assertion that there is or will be a safety problem to be corrected. The need should be described for each criterion. When applying for a feasibility study, you should support your Need Statement with the best available evidence. However, you will not be expected to undertake new studies.

Purpose and Need Statements are required for all of the following Priority Criteria:

1. **Proximity to Community Assets:** this measure will estimate the potential demand of bicyclists and pedestrians based on the number of productions or attractions the facility may serve within a one (1) mile radius for Shared Use Paths or a one-half (½) mile radius for Sidewalks. A maximum of 20 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
2. **Connectivity and Accessibility:** this measure considers the gaps that exist in the current network of bike lanes, bike paths and sidewalks. The measurement will assess points based on the ability of the proposed project to join disconnected networks or complete fragmented facilities. A maximum of 20 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
3. **Safety/Security:** this measure provides additional weight to applications that have included safety as a component of the overall project and includes school locations identified as hazardous walking/biking zones and areas with significant numbers of safety concerns. A maximum of 25 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
4. **Contribution to "Livability" and Sustainability in the Community:** this measure considers factors that have an impact on "livability" and sustainability in the community. A maximum of 10 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
5. **Enhancements to the Transportation System:** this measure considers the demonstrated and defensible relationship to surface transportation. A maximum of 10 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
6. **Public Support/Special Considerations:** describe whether the proposed facility has public support and provide documentation (e.g., letters of support/signed petitions/public comments from community groups, public meeting minutes, homeowners associations, school administrators). Describe any special issues or concerns that are not being addressed by the other criteria. A maximum of 5 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_
7. **Local Matching Funds > 10%:** if local matching funds greater than 10% of the estimated project cost are available, describe the local matching fund package in detail. A maximum of 20 points will be awarded.  
**Purpose and Need (required):** \_\_\_\_\_



## 2022 Application for Project Prioritization – **PROJECT IMPLEMENTATION**

### **Bicycle/Pedestrian Projects**

All applications must be uploaded to the TPO file transfer site by 2:00 p.m. (EST) on February 25, 2022  
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

Project Title: \_\_\_\_\_

Applying Agencies (project sponsor): \_\_\_\_\_ Date: \_\_\_\_\_

[Attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not attached.]

Commentary: \_\_\_\_\_

Attach a completed copy of FDOT's Project Information Application Form.

#### Criteria Summary:

Priority Criteria	Points
(1) Proximity to Community Assets	20
(2) Connectivity and Accessibility	20
(3) Safety/Security	20
(4) Contribution to "Livability" and Sustainability in the Community	10
(5) Enhancements to the Transportation System	10
(6) Project Readiness	5
(7) Public Support/Special Considerations	5
(8) Local Matching Funds > 10%	20
(9) Value-Added Tie Breaker (if necessary)	variable
<b>Total (excluding Value-Added Tie Breaker)</b>	<b>110</b>

#### **Criterion #1 – Proximity to Community Assets (20 points maximum)**

This measure will estimate the potential demand of bicyclists and pedestrians based on the number of productions or attractions the facility may serve within a one (1) mile radius for Shared Use Paths and **Transportation Alternatives Activities** or a one-half (½) mile radius for Sidewalks. A maximum of 20 points will be assessed overall, and individual point assignments will be limited as listed below.

List and describe how the facilities link directly to community assets and who is being served by the facility. Show each of the Community Assets on a Project Area Map through the use of a buffer and describe in the space provided.

<b>Proximity to Community Assets</b>	<b>Check All that Apply</b>	<b>Max. Points</b>
Residential developments, apartments, community housing	<input type="checkbox"/>	4
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers, trade/vocational schools, colleges, universities	<input type="checkbox"/>	4
Parks, trail facilities, recreational facilities	<input type="checkbox"/>	4
Medical/health facilities, nursing homes, assisted living, rehabilitation center	<input type="checkbox"/>	4
School bus stop (K-12)	<input type="checkbox"/>	2
Schools (K-12)	<input type="checkbox"/>	2
<b>Maximum Points Awarded</b>		<b>20</b>

**Criterion #1 Description (required):** \_\_\_\_\_

### **Criterion #2 – Connectivity and Accessibility and Equitability (20 points maximum)**

This measure considers the gaps that exist in the current network of bike lanes, bike paths and sidewalks. The measurement will assess points based on the ability of the proposed project to join disconnected networks or complete fragmented facilities. Does the project enhance mobility or accessibility for disadvantaged groups, including children, the elderly, the poor, those with limited transportation options and the disabled? Does the project enhance mobility, accessibility, and equitability?

List and describe how this project fits into the local and regional bicycle/pedestrian networks and/or a transit facility. Depict this on the map and describe in the space provided.

<b>Network Connectivity and Accessibility</b>	<b>Check All that Apply</b>	<b>Max. Points</b>
Project provides equitable access to a transit facility	<input type="checkbox"/>	5
Project extends an existing bicycle/pedestrian facility (at one end of the facility)	<input type="checkbox"/>	5
Project provides a connection between two existing or planned/programmed bicycle/pedestrian facilities	<input type="checkbox"/>	5
Project has been identified as “needed” in an adopted document (e.g., comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	5
<b>Maximum Points Awarded</b>		<b>20</b>

**Criterion #2 Description (required):** \_\_\_\_\_

### **Criterion #3 – Safety/Security (20 points maximum)**

This measure provides additional weight to applications that have included safety as a component of the overall project and includes school locations identified as hazardous walking/biking zones and areas with significant numbers of safety concerns.

List and describe whether the proposed facility is located within a “hazardous walk/bike zone” in the River to Sea TPO planning area and provide documentation that illustrates how bicycle or pedestrian safety could be enhanced by the construction of this facility.

For more information, contact Volusia or Flagler County School District Student Transportation Services and refer to Florida Statute 1006.23.

<b>Safety/Security</b>	<b>Check All that Apply</b>	<b>Max. Points</b>
The project is located in an area identified as a hazardous walk/bike zone by Volusia or Flagler County School District Student Transportation Services and within the River to Sea TPO planning area. If applicable, provide documentation.	<input type="checkbox"/>	10
The project removes or reduces potential conflicts (bike/auto, bike/ped, and ped/auto). There is a pattern of bike/ped crashes along the project route. The project eliminates or abates a hazardous, unsafe, or security condition in a school walk zone as documented in a school safety study or other relevant study. The project helps the River to Sea TPO meet or exceed adopted Transportation Safety Targets for Non-Motorized Serious Injuries and Fatalities. If applicable, provide documentation such as photos or video of current situation/site or any supportive statistics or studies.	<input type="checkbox"/>	10
<b>Maximum Points Awarded</b>		<b>20</b>

**Criterion #3 Description (required):** \_\_\_\_\_

#### **Criterion #4 Contribution to “Livability” and Sustainability in the Community (10 points maximum)**

This measure considers how the project positively impacts the “Livability” and Sustainability in the community that is being served by that facility. Depict assets on a project area map and describe in the space provided.

##### **Contribution to “Livability” and Sustainability in the Community (Maximum 10 Points)**

- Project includes traffic calming measures
- Does this project protect wildlife and is it sensitive to the natural ecosystem?
- Project removes barriers and/or bottlenecks for bicycle and/or pedestrian movements
- Project includes features which improve the comfort, safety, security, enjoyment or well-being for bicyclists, pedestrians, and/or transit users
- Project improves transfer between transportation modes
- Project supports infill and redevelopment consistent with transit-oriented design principals and strategies are in place making it reasonably certain that such infill and redevelopment will occur
- Project supports a comprehensive travel demand management strategy that will likely significantly advance one or more of the following objectives: 1) reduce average trip length, 2) reduce single occupancy motor vehicle trips, 3) increase transit and non-motorized trips, 4) reduce motorized vehicle parking, reduce personal injury and property damage resulting from vehicle crashes
- Project significantly enhances the travel experience via walking and biking
- Project improves transportation system resiliency and reliability
- Project reduces (or mitigates) the storm water impacts of surface transportation

**Criterion (4) Describe how this project contributes to the “Liveability” and Sustainability of the Community:**

\_\_\_\_\_

### Criterion #5 Enhancements to the Transportation System (10 points maximum)

This measure considers the demonstrated and defensible relationship to surface transportation.

Describe how this project fits into the local and regional transportation system. Depict this on the map where applicable and describe in the space provided.

#### Enhancements to the Transportation System (Maximum 10 Points)

- Is the project included in an adopted plan?
- Is the project consistent with the goals of the River to Sea TPO's Complete Streets Policy on Page 5?
- Does local government have Land Development Code requirements to construct sidewalks?
- Does the project relate to surface transportation?
- Does the project improve mobility between two or more different land use types located within 1/2 mile of each other, including residential and employment, retail or recreational areas?
- Does the project benefit transit riders by improving connectivity to existing or programmed pathways or transit facilities?
- Does the project conform to Transit Oriented Development principles?
- Does the project sponsor have a Complete Streets Policy?
- Is the project an extension or phased part of a larger redevelopment effort in the corridor/area?
- Project is located in a "gateway" or entrance corridor as identified in a local government applicant's master plan, or other approved planning document.

**Criterion #5 Describe how this project enhances the Transportation System:**

### Criterion #6 Project "Readiness" (5 Points maximum)

This measure considers the state of project readiness. Describe project readiness in the space provided.

#### Project Readiness (Maximum 5 Points)

- Is there an agreement and strategy for maintenance once the project is completed, identifying the responsible party?
- Is the project completed through the design phase?
- Is right-of-way readily available and documented for the project?

**Criterion #6 Describe the state of Project "Readiness":**

### Criterion #7 – Public Support/Special Considerations (5 points maximum)

Describe whether the proposed facility has public support and provide documentation (e.g., letters of support/signed petitions/public comments from community groups, homeowners associations, school administrators). Describe any special issues or concerns that are not being addressed by the other criteria.

Special Considerations	Check All that Apply	Max. Points
Is documented public support provided for the project? Are there any special issues or concerns?	<input type="checkbox"/>	5
<b>Maximum Points Awarded</b>	<input type="checkbox"/>	<b>5</b>

Criterion #7 Description (required): \_\_\_\_\_

**Criterion #8 – Local Matching Funds > 10% of Total Project Cost (20 points maximum)**

If local matching funds greater than 10% of the estimated project cost are available, describe the local matching fund package in detail.

	Check One	Max. Points
Is the Applicant committing to a local match greater than 10% of the estimated total project cost?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.0% < Local Matching Funds < 12.5%	<input type="checkbox"/>	2
12.5% ≤ Local Matching Funds < 15.0%	<input type="checkbox"/>	4
15.0% ≤ Local Matching Funds < 17.5%	<input type="checkbox"/>	6
17.5% ≤ Local Matching Funds < 20.0%	<input type="checkbox"/>	8
20.0% ≤ Local Matching Funds < 22.5%	<input type="checkbox"/>	10
22.5% ≤ Local Matching Funds < 25.0%	<input type="checkbox"/>	12
25.0% ≤ Local Matching Funds < 27.5%	<input type="checkbox"/>	14
27.5% ≤ Local Matching Funds < 30.0%	<input type="checkbox"/>	16
30.0% ≤ Local Matching Funds < 32.5%	<input type="checkbox"/>	18
32.5% ≤ Local Matching Funds	<input type="checkbox"/>	20
<b>Maximum Points Awarded</b>		<b>20</b>

Criterion #8 Description (required): \_\_\_\_\_

**Criterion #9 – Value-Added Tie Breaker (if necessary) (variable points)**

Projects with equal scores after evaluations using the eight Project Proposal Criteria are subject to the Value-Added Tie Breaker. The BPAC and Project Review Subcommittee are authorized to award tie breaker points based on the additional value added by the project. A written explanation of the circumstances and amount of tie breaker points awarded for each project will be provided.

**River to Sea TPO Complete Streets Policy Goals**

- **Reduce injuries and fatalities**
- **Provide transportation options for people of all ages, physical abilities, and income levels**
- **Improve health by promoting active lifestyles through design to realize long-term health impacts**
- **Support equitable access to employment opportunities and civic resources**
- **Support economically healthy/vibrant communities**
- **Implement resilient and sustainable solutions**



## **2022 Priority Process for Bicycle/Pedestrian and B/P Local initiatives Projects**

### **Feasibility Studies**

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies
3. The TPO Board will approve a final ranking of all projects
4. TPO requests a Fee Proposal from consultant to perform a feasibility study
5. TPO schedules a scoping meeting with the consultant, FDOT and local government(s)
6. Consultant provides Fee Proposal to TPO
7. Local government pays the 10% local match for the feasibility study based on the Fee Proposal. TPO pays the majority of the cost for a consultant to perform feasibility studies on the higher ranking projects. (Local governments can bypass the TPO Study if they pay for the feasibility study themselves.)
8. TPO gives the consultant a Notice to Proceed on the feasibility study
9. Draft feasibility study is reviewed and approved by the TPO, FDOT and local government(s)
10. Final feasibility study is completed

### **Project Implementation**

1. Local government submits project(s) and an official letter agreeing to pay at least 10% of the programmed project implementation cost, and agreeing to pay for any cost overruns
2. BPAC reviews and ranks projects for project implementation
3. The TPO Board will approve a final ranking of all projects
4. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
5. Construction of top ranked project is approximately 2-4 years



## River to Sea Transportation Planning Organization Calendar Year 2021 Safety Performance Targets

### Basis for Establishing Targets:

The River to Sea TPO continues to reduce the target by two percent when measures are trending downward. However, if the measure is trending upwards, the previous year's target is retained. The following 2021 Safety Performance Targets are adopted for the Five-Year Rolling Average in each of the performance measures categories:

#### Fatalities

2021 Five-Year Rolling Average Target:	131.6
2021 Reduction in Total Number of Fatalities:	from 135 to 118

The 2021 Target retains the adopted five-year rolling average target from the year 2020.

#### Serious Injuries

2021 Five-Year Rolling Average Target:	779.0
2021 Reduction in Total Number of Serious Injuries:	from 758 to 728

The 2021 Target is calculated based on a two percent annual reduction in the total number of serious injuries from the year 2019.

#### Fatalities Rate:\*

2021 Five-Year Rolling Average Target:	1.784
2021 Reduction in Fatalities Rate:	from 1.776 to 1.549

The 2021 Target retains the adopted five-year rolling average target from the year 2020.

\*VMT specific to the planning area is not currently available, which includes all of Volusia County and a portion of Flagler County. As such, the fatalities rate was calculated using the data available for the entirety of Volusia and Flagler County, pending the provision of data at the planning area level.

#### Serious Injuries Rate\*

2021 Five-Year Rolling Average Target:	10.376
2021 Reduction in Serious Injury Rate:	from 9.975 to 9.576

The 2021 Target is calculated based on a two percent annual reduction in the serious injuries rate from the year 2019.

\*VMT specific to the planning area is not currently available, which includes all of Volusia County and a portion of Flagler County. As such, the serious injuries rate was calculated using the data available for the entirety of Volusia and Flagler County, pending the provision of data at the planning area level.

#### Non-Motorized Serious Injuries and Fatalities

2021 Five-Year Rolling Average Target:	103.4
2021 Reduction in Total Number of Non-Motorized Serious Injuries and Fatalities:	from 110 to 96

The 2021 Target retains the adopted five-year rolling average target from the year 2020.



**THIS FORM SHALL BE SUBMITTED FOR ALL PROJECTS  
NOT CURRENTLY IN THE FDOT WORK PROGRAM.  
FDOT PROJECT INFORMATION APPLICATION FORM**

**DATE:**

**1. Project Information:**

Project ID (SR, CR, Etc...):

From/At (South or West Termini):

To (North or East Termini):

County: -

Project Length (Miles):

Project Type: Other If *other*, please specify: -

**2. Title of Project Priority List and Project Ranking:**

**Central Florida MPO Alliance List and Project Ranking (if applicable):**

**3. Managing Agency Contact Information:**

Applicant:

Contact Person:

Title:

Address:

Phone Number:

E-mail Address:

**4. Phase(s) Being Requested (click to select all appropriate boxes):**

- ☐ Study      ☐ PD&E      ☐ Design  
☐ Right-of-way      ☐ Construction      ☐ Other:

**5. Project Description:**

- a. Project Scope/Description (please be as detailed as possible):
- b. What fiscal year will this project be ready for production/construction:

Work Type	Requested Fiscal Year (July 1-June 30)
Planning Development (Corridor or Feasibility Study)	
Project Development and Environment Study (PD&E)	
Design	
Right-of-way Acquisition	
Construction/CEI	
Other	

c. Please state the purpose and need for this project.

d. What data from the statement above was obtained and/or used to support this analysis?

**Note:** If a study was done, then please provide a copy of the study. If no study was done, please provide documentation to support the need of the project and that the proposed improvements will address the issue.

e. Is this project within 5 miles of a Public Airport? If yes, which one(s)?

f. Is this facility a designated SIS corridor, connector, or hub or adjacent to a SIS facility?

g. Is this project on a transit route? If yes, which one(s)?

h. Is this project within the Federal Aid system?

(If yes, FDOT staff needs to verify and check here ☐)

#### 6. Consistency with Local and MPO Plans

a. Is this project consistent with the Local Government Comprehensive Plan?

If no, please state when an amendment will be processed to include the project in the Plan.

b. Is the project in an MPO Cost Feasible component of the Long Range Transportation Plan (LRTP)?

If yes, please attach a copy of the page in the LRTP.

If no, please state when an amendment will be done to include the project in the LRTP (if applicable). It is not necessary to specifically identify traffic planning studies in the LRTP.

**7. Other Information:**

- a. Has the Applying Agency been certified by FDOT to perform the work under the Local Agency Program (LAP) process?
  - b. What year was the agency last certified?
8. If this is a non-state road project, to be located outside of State Right-of-Way, is there sufficient right-of-way for the project is currently owned by the local government entity?

If yes, please provide proof of right-of-way ownership (right-of-way certification, right-of-way maps or maintenance maps).

Work Type	Phase Complete? Yes/No/NA	Responsible Agency (Who performed or who will perform the work?)	Procurement Method? In-house/Advertise	Project Cost Estimate
Planning Development (Corridor or Feasibility Study)	-		-	\$0.00
Project Development and Environment Study (PD&E)	-		-	\$0.00
Design	-		-	\$0.00
Right-of-way Acquisition	-		-	\$0.00
Construction	-		-	\$0.00
CEI	-		-	\$0.00
Other:	-		-	\$0.00
<b>Total Project Cost Estimate:</b>	<b>\$ 0.00</b>			

- Include a map showing location of the area of interest. Label important features, roadways, or additional description to help FDOT identify the location and understand the nature of the project.
- When requesting the Construction phase please include the following documents, if available:
  - Signed and sealed plans
  - Engineer's estimate

- Bid Documents and Specifications Package
- Signed LAP Construction Checklist
- Right of Way Certification
- Environmental Certification
- All necessary permits

**Proposed Funding Source (required by the R2CTPO)**

<b>Work Type</b>	<b>Federal/ State \$</b>	<b>Local \$</b>	<b>Project Cost Estimate \$ *</b>
<b>Planning Development (Corridor or Feasibility Study)</b>	\$	\$	\$ 0.00
<b>Project Development and Environment Study (PD&amp;E)</b>	\$	\$	\$ 0.00
<b>Design</b>	\$	\$	\$ 0.00
<b>Right-of-way Acquisition</b>	\$	\$	\$ 0.00
<b>Construction</b>	\$	\$	\$ 0.00
<b>CEI</b>	\$	\$	\$ 0.00
<b>Other:</b>	\$	\$	\$ 0.00
<b>Total Project Cost Estimate:</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

\*Project Cost Estimate for each Work Type must match the Project Cost Estimate provided in the preceding table.

## **EXHIBIT “A”**

### **Preliminary Scope & Study Schedule - Phase 18 (Planning)**

**FPN (If Known):**  **FAN:**

**Name of Project:**

**Local Agency Contact (Project Manager):**

**Phone:**  **Email Address:**

**Project Scope/Description, Termini, Project Length:**

**Procurement Method:**

☐ Advertisement

**Fee Estimate:**  (include backup documentation)

**Tentative Schedule (MMDDYY):**

**FDOT issues NTP for Study:**

**Advertise/Award/NTP for Study**

**Services:**

**Begin Study:**

**Final Submittal:**

**Final Invoice:**

**Date Agreement needed:**

**Board Date:**

## **EXHIBIT “A”**

### **Preliminary Scope & Study Schedule - Phase 28 (PD&E)**

**FPN (If Known):**  **FAN:**

**Name of Project:**

**Local Agency Contact (Project Manager):**

**Phone:**  **Email Address:**

**Project Scope/Description, Termini, Project Length:**

**Procurement Method:**

☐ Advertisement

**Fee Estimate:**  (include backup documentation)

**Tentative Schedule (MMDDYY):**

**FDOT issues NTP for Study:**

**Advertise/Award/NTP for Study**

**Services:**

**Begin Study:**

**Final Submittal:**

**Final Invoice:**

**Date Agreement needed:**

**Board Date:**

## **EXHIBIT “A”**

### **Preliminary Scope & Study Schedule - Phase 38 (Design)**

**FPN (If Known):**  **FAN:**

**Name of Project:**

**Local Agency Contact (Project Manager):**

**Phone:**  **Email Address:**

**Project Scope/Description, Termini, Project Length:**

**Design Procurement Method:**

☐

In-House

☐

Advertisement

**Design Fee Estimate:**  (include backup documentation)

**Tentative Design Schedule (MMDDYY):**

**FDOT issues NTP for Design:**

**Advertise/Award/NTP for Design Services:**

**Begin Design:**

**60% Plans Submittal (including Reviews):**

**90% Plans Submittal (including Reviews):**

**Final Plans Submittal:**

**Final Invoice:**

**Date Agreement needed:**

**Board Date:**

**Construction Funded:** ☐ Yes ☐ No

**Fiscal Year:**



## **EXHIBIT “A”**

### **Preliminary Scope & Study Schedule - Phase 58 (Construction)**

**FPN (If Known):**

**FAN:**

**Name of Project:**

**Project Manager:**

**Phone:**

**Email Address:**

**Project Scope/Description, Termini, Project Length:**

**CEI Procurement Method:**

☐

In-House

☐

Advertisement

**CEI Estimate (LAP Projects Only)**

\$0

(Attach supporting man-hours and rates)

**Const Estimate (LAP Projects Only):**

\$0

(Attach engineer's estimate)

**Tentative Construction Schedule (MMDDYY):**

**Ad Date:**

**Bid Opening Date:**

**Award Date:**

**Executed Contract Date:**

**Pre Construction Date:**

**NTP to Contractor**

**Date:**

**Construction Duration :**

**Completion Date:**

**Final Acceptance Date:**

**Date Agreement**

**Needed:**

**Board Date:**

## **2022 Priority Project Process Schedule**

**December 3, 2021**

- Issue Call for Projects/Notice of Funding Availability (12 weeks long).

**January 18, 2022**

- TCC Meeting/Priority Project Process Workshop.

**February 11, 2022**

- Deadline to submit draft project applications for TPO staff review in advance of application deadline.

**February 25, 2022**

- Application Deadline (2:00 p.m.).
- Project sponsors submit letter of support to retain projects on the List of Priority Projects (LOPP) and updated cost estimates for unfunded projects/project phases on the LOPP.
- Project sponsors submit list of regionally significant projects for Transportation Regional Incentive Program (TRIP) eligible projects

**March 14 - April 8, 2022**

- TIP Subcommittee and BPAC Subcommittee meet separately to score/rank applications.

**May 11, 2022**

- BPAC reviews preliminary rankings

**May 17, 2022**

- CAC/TCC review preliminary rankings

**May 25, 2022**

- TPO Board reviews recommended preliminary rankings

**June 8, 2022**

- BPAC reviews/recommends rankings

**June 21, 2022**

- CAC/TCC reviews/recommends rankings

**June 22, 2022**

- TPO Board reviews/approves final rankings and adopts LOPP

**July 1, 2022**

- Adopted LOPP submitted to FDOT

## **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2021-22**

#### **RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ESTABLISHING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN FOR LOCAL INITIATIVES**

---

**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Block Grant Program (STBG) projects list of the annual Transportation Improvement Program (TIP) submission; and

**WHEREAS**, each year the appropriate River to Sea TPO committees, made up of a cross-section of interested citizens and staff, are charged with the responsibility of drafting a list of prioritized projects; and

**WHEREAS**, it is the responsibility of the River to Sea TPO to establish project priorities that are equitable for all areas within the River to Sea TPO's planning boundaries; and

**WHEREAS**, the River to Sea TPO reaffirms its commitment to the priority process and related policies; and

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that:

1. The River to Sea TPO's total Surface Transportation Block Grant Program (STBG) Urban Attributable (SU) funding goals will be made in the following manner: 40% of the total SU funds will be used for Traffic Operations, Safety, and Local Initiatives

(traffic operations focused) Project Priorities, 30% of the total SU funds will be used for Transit Project Priorities, and 30% of the total SU funds will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities; and

2. Other state and federal funds identified in the 2045 Long Range Transportation Plan for Local Initiatives will be made available in the following manner: 50% of the funds will be used for Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Project Priorities and 50% will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities; and
3. Mixed projects (defined as a project that is not a stand-alone bicycle or pedestrian project) will only be accepted and ranked in both the bicycle/pedestrian focused and the traffic operations focused project categories if the bicycle/pedestrian cost component of the project is greater than 20% of the total project cost. Projects that do not meet this threshold shall be submitted and ranked in the traffic operations focused category only. The project applications shall include the cost breakdown between the bicycle/pedestrian component and the traffic operations component of the project. When programming mixed projects, funding amounts drawn down from each set-aside category (bicycle/pedestrian focused vs. traffic operations focused) shall be consistent with the cost component of that category; and
4. For projects funded in whole or in part with Urban Attributable (SU) funding and/or other state and federal funds obtained through the TPO's Priority Project Process, if the recipient of the funds chooses to display any signs or markers at the project site, said signs or markers shall include language acknowledging the River to Sea TPO, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and/or other funding partners, as may be applicable, for providing funding for the project. In addition to the language, the sign or marker shall include these agencies' official logos; and

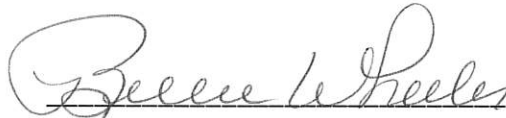
Additionally, any public pronouncements made by or on behalf of the recipient regarding the project, including press releases, publications, annual reports, video credits, and dedications, shall acknowledge the funding support provided by the TPO, FDOT, FHWA, and FTA; and

5. Any remaining Surface Transportation Block Grant Program (STBG) Urban Attributable (SU) funds in the current fiscal year should first be allocated to eligible projects within the same project category priority list (bicycle/pedestrian focused or traffic operations focused). If no projects are eligible within the same category, the remaining funds may be reallocated for other projects on the priority list or to cover project cost increases consistent with Resolution 2021-23; and
6. The policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and

7. The Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to provide a copy of this resolution to the:
- a. Florida Department of Transportation (FDOT);
  - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
  - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

**DONE AND RESOLVED** at the regular meeting of the River to Sea TPO held on the **1st** day of **December 2021**.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER**  
**CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on December 1, 2021.

**ATTEST:**



**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2021-23**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)  
DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR  
PROJECTS PRIORITIZED FOR FUNDING BY THE TPO**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, the FDOT funds projects in the Work Program based on the plans and priorities set by the TPO; and

**WHEREAS**, the River to Sea TPO desires to provide, whenever possible, financial assistance to governmental entities to allow them to pursue transportation projects and programs which are consistent with the TPO's plans and priorities and benefit residents of and visitors to our planning area; and

**WHEREAS**, the River to Sea TPO wants to leverage the state and federal transportation funds programmed on transportation projects in TPO's MPA and ensure a measure of local financial commitment to transportation projects and programs utilizing these funds; and

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that:

1. Every governmental entity receiving state and/or federal transportation funds for a project on any of the following Priority Project Lists shall provide a local match at a minimum ratio of 10% local funds to 90% state and/or federal funds:
  - a. Traffic Operations, Safety, and Local Initiatives Projects;
  - b. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects.

This match requirement shall not apply to projects on the State Highway System; and

2. Every governmental entity receiving state and/or federal transportation funds for a project on the TPO's Priority List of Transportation Planning Studies shall provide a local match at a minimum ratio of 10% local funds to 90% state and/or federal funds; and

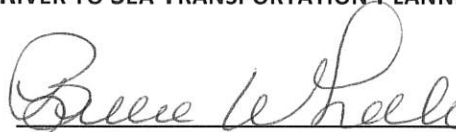
3. A local match shall not be required for any project on the TPO's Priority Lists of Strategic Intermodal System (SIS) Projects, Regionally-Significant Non-SIS Roadway Projects, or Transit Projects, subject to any other funding program requirements that may apply (e.g., Transportation Regional Incentive Program); and
4. the River to Sea TPO determines that "local match" shall be defined as non-state/non-federal cash match and/or in-kind services of eligible costs that advance the project in question; and
5. notwithstanding the terms prescribed in subparagraph 1 and 2, above, the required local match shall not exceed the ratio required in the current policy of the TPO Board at the time the governmental entity requests funding unless the local government entity commits to a higher local match for the project; and
6. the River to Sea TPO reserves the right to waive or adjust the local match requirements if the TPO Board deems there exists sufficient reason or circumstance; and
7. the River to Sea TPO defines a cost overrun as an increase in the amount of the cost of any programmed project phase due to a change in scope, project limits or project approach that could have reasonably been foreseen or is the result of an incomplete, insufficient or out of date cost estimate; and
8. the River to Sea TPO reaffirms its policy that any cost overruns encountered on a project funded with state and/or federal transportation funds will be the responsibility of the governmental entity identified as the project originator with the following exception: if the project is on the state highway system and the State DOT is the project manager of record then the state shall be responsible for any cost overruns utilizing state dollars; and
9. the River to Sea TPO defines a cost increase as an increase in the cost of any programmed project phase due to unforeseen market changes or a change in requirements and/or standards for projects that have current and complete cost estimates; and
10. Requests for additional state and/or federal funds must be submitted to the TPO and include a statement of hardship or justification by the governmental entity identified as the project sponsor along with supporting documentation that includes detailed justification of the change in cost; and
11. the River to Sea TPO Executive Director may authorize the use of state and/or federal funds to cover some or all of a justified cost increase on any project phase up to and including 50% of the project cost estimate for that phase; and
12. the use of state and/or federal funds to cover cost increases exceeding 50% of the project cost estimate for any phase may be authorized only by the River to Sea TPO Board; and
13. the policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and
14. the Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to submit this resolution to the:
  - a. Florida Department of Transportation;
  - b. Federal Transit Administration (through the Florida Department of Transportation);



- c. Federal Highway Administration (through the Florida Department of Transportation);  
and
- d. Councils, Commissions, and Managers of the TPO Member Local Governments.

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the 1st day of December 2021.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER**  
**CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on December 1, 2021.

**ATTEST:**



**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



## **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2021-24**

#### **RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION REAFFIRMING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Block Grant Program (STBG) projects list of the annual Transportation Improvement Program (TIP) submission; and

**WHEREAS**, each year the appropriate River to Sea TPO committees made up of a cross-section of interested citizens and technical staff are charged with the responsibility of drafting a list of prioritized projects; and

**WHEREAS**, it is the responsibility of the River to Sea TPO to establish project priorities for all areas of the TPO's MPA; and

**WHEREAS**, the River to Sea TPO reaffirms its commitment to the priority process and related policies; and

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that the following policies are established to prioritize transportation projects throughout the TPO's MPA:

1. The project application and evaluation criteria approved by the River to Sea TPO Board shall be used to solicit and evaluate projects for priority ranking in the transportation program categories listed below:
  - a. Florida Strategic Intermodal System (SIS) Projects;
  - b. Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects;

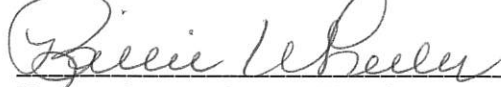
- c. Traffic Operations, Safety, and Local Initiatives Projects;
  - d. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects;
  - e. Public Transit Projects; and
  - f. Transportation Planning Studies.
- 2. River to Sea TPO projects that were previously ranked and have a Financial Management (FM) number and are in the Florida Department of Transportation Work Program will automatically be prioritized above projects that are not currently in the FDOT Five-Year Work Program;
  - 3. Projects which are ranked one through five on the Prioritized List of Florida Strategic Intermodal System (SIS) Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  - 4. Projects which are ranked one through five on the Prioritized List of Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  - 5. Projects which are ranked one through eight on Tier "B" of the Prioritized List of Traffic Operations, Safety, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  - 6. Projects which are ranked one through three on Tier "B" of the Prioritized List of Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  - 7. If, at any time, two or more lists of prioritized projects are merged into a new list, every project that was protected prior to the merger shall retain its protected status, and no new or previously unprotected project shall be deemed to be protected unless and until it advances to the protected rank prescribed for the new, merged list;
  - 8. The River to Sea TPO will only re-prioritize or add projects when the TPO Board determines: a) unusual circumstances support such action, b) the circumstances are not of a recurring nature, c) the circumstances do not result from the actions of the project sponsor, and d) the proposed reprioritization or addition will not be contrary to the public interest;
  - 9. Requests to change the priority or to add a project must include a statement of hardship by the requestor along with supporting documentation that includes

detailed justification of need and an assessment of the impacts to the programming of prioritized projects;

10. It is the responsibility of the River to Sea TPO and FDOT staffs to provide the River to Sea TPO members with current information and data on project status and to assist the members in their efforts to make informed decisions regarding the prioritized projects lists;
11. The River to Sea TPO shall, in its discretion, make all decisions regarding the final prioritized project lists that are annually submitted to FDOT;
12. Once a project has attained protected status, it should be programmed within 3 years. If it has not been programmed during that time due to inactivity on the part of the project sponsor, then the project will be removed from the list of priority projects. The project sponsor may resubmit the project for open ranking on any subsequent call for projects;
13. Per the approved Annual Call for Projects schedule, the project sponsor shall annually submit a letter to the River to Sea TPO affirming their continued support to retain each project on the priority list and provide updated cost estimates for all unfunded phases of each project they sponsor on the Regionally Significant Non-SIS, Tier "A", and Tier "B" project lists. Updated cost estimates for projects or project phases that are currently funded/programmed are considered a request for additional funding and subject to the TPO's cost increase/cost overrun policy. Requests for additional funding shall be submitted to the TPO on the appropriate form. The letter shall also provide support from the project sponsor for any Transportation Regional Incentive Program (TRIP) eligible project(s) which they are ready to advance into the Work Program and TIP and provide a commitment of local matching funds, if required;
14. The River to Sea TPO shall use this project prioritization process to support the development of Regional Priority Lists in the areas of Trails, Transit, Transportation Systems Management and Operations (TSM&O), and Planning Studies;
15. The policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and
16. the Chairperson of the River to Sea TPO, (or their designee) is hereby authorized and directed to provide a copy of this resolution to the:
  - a. Florida Department of Transportation (FDOT);
  - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
  - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

**DONE AND RESOLVED** at the regular meeting of the River to Sea TPO held on the 1st day of December 2021.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER  
CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on December 1, 2021.

**ATTEST:**



**DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**