



# MEETING NOTICE AND AGENDA

Please be advised that the River to Sea Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) Subcommittee will be meeting on:

**DATE:** Thursday, October 5, 2023  
**TIME:** 2:30 pm - 4:00 pm  
**PLACE:** River to Sea TPO Conference Room  
1 Deuce Court, Suite 100  
Daytona Beach, Florida 32124

## AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM
- 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: Colleen Nicoulin*) (*enclosures*)
- IV. TPO STAFF COMMENTS
- V. TIP SUBCOMMITTEE MEMBER COMMENTS
- VI. ADJOURNMENT

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TIP Project Review Subcommittee Members:

Bob Storke  
Gilles Blais  
Elizabeth Lendian  
Bobby Ball

Jay Williams  
Jose Papa/Phong Nguyen  
Brian Walker  
Cayrn Miller

CC: TCC

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

*TIP Subcommittee*

*May 4, 2023*

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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., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event.

**MEETING SUMMARY  
TIP SUBCOMMITTEE  
OCTOBER 5, 2023**

**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 TIP 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 adopted long-range transportation plan.

TPO staff will lead a discussion on the guiding resolutions that govern the priority process and review the challenges and issues that came up during the past year's Call for Projects cycle.

To facilitate this discussion and review, the following documents are enclosed:

- Executed Resolution 2022-22 (Reaffirming SU Set Aside Percentages)
- Executed Resolution 2022-23 (Delineating Local Match Requirements)
- Executed Resolution 2022-24 (Reaffirming Priority Project Process)
- 2023 General Instructions for the Traffic Operations, Safety and Local Initiatives Projects
- 2023 Project Implementation Application for the Traffic Operations, Safety and Local Initiatives Projects
- 2023 Feasibility Study Application for the Traffic Operations, Safety and Local Initiatives Projects
- 2023 Planning Studies Project Application

***ACTION REQUESTED:***

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

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2022-22**

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

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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 (STBG) Program 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 (STBG) Program 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 (STBG) Program 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 2022-23; 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 30th day of November 2022.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

  
\_\_\_\_\_  
**VOLUSIA COUNTY COUNCIL VICE CHAIR Barbara Girtman**  
**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 November 30, 2022.

**ATTEST:**

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

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2022-23**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)  
RESTATING 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

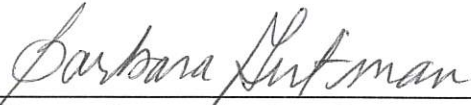
3. A local match shall not be required for any project on the TPO's Priority Lists of Strategic Intermodal System (SIS) Projects, Regionally-Significant Non-SIS Roadway Projects, or Transit Projects, subject to any other funding program requirements that may apply (e.g., Transportation Regional Incentive 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 30th day of November 2022.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN  
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 November 30, 2022.

**ATTEST:**



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

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

### **RESOLUTION 2022-24**

#### **RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION RESTATING 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 (STBG) Program 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 30th day of November 2022.


**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

  
\_\_\_\_\_  
**VOLUSIA COUNTY COUNCIL VICE CHAIR Barbara Girtman**  
**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 November 30, 2022.

**ATTEST:**

  
\_\_\_\_\_

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



## 2023 Application for Project Prioritization

# Traffic Operations, Safety, and Local Initiatives Projects

### General Instructions:

For the 2023 Call for Projects, the River to Sea TPO is accepting applications for Feasibility Studies and Project Implementation.

The River to Sea TPO has two different application forms for Traffic Operations, Safety, and 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. 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 River to Sea TPO 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.

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 their applications to provide clarification, if needed.

Incomplete applications will not be accepted.

### Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133<sup>1</sup>, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Minor Collector or higher) may be funded through this program.

Only applications for traffic operations, intelligent transportation systems (ITS), safety, and local initiatives (traffic operations focused) projects will be considered. These projects are enhancements to improve the operational efficiency, reliability, and/or safety of the existing traffic circulation system. The following list of projects is representative of qualifying projects; however, it is not exhaustive:

1. Adding or extending left and/or right turn lanes;
2. improved signage or signalization;
3. targeted traffic enforcement;
4. limitation or prohibition of driveways, turning movements, truck traffic, and on-street parking;
5. modification of median openings;
6. replacement of standard intersections with traffic circles or roundabouts;
7. traffic incident response plans;
8. realignment of a road;
9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;

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<sup>1</sup> These exceptions include: carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways, modification of public sidewalks to comply with the Americans with Disabilities Act, highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.

10. traffic calming roadway designs or devices;
11. street lighting to improve traffic safety; and
12. other local initiatives which address complete streets retrofits, adaptation of transportation systems to climate change, and other improvements that directly support the goals of the TPO's Long Range Transportation Plan.

**Award Limits:**

There are no award limits for projects on the Traffic Operations, Safety, and Local Initiatives Projects list. Projects on this list may be funded with any combination of federal, state, and/or local funds.

**Local Match Requirement:**

R2CTPO Resolution 2022-23 provides that the governmental entity requesting state and or federal transportation funds for any project that is not on the State Highway System (SHS) shall be required to match those funds programmed on the project with local funds at a minimum ratio of 10% local to 90% state and/or federal. The match shall be by project phase for each programmed phase including feasibility study. A local cash match is required for a feasibility study. For all other phases, the local match is defined as non-state/federal cash match and/or in-kind services of eligible costs 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 funds unless the project is on the SHS, in which case, the State DOT shall be responsible for any cost overruns.

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

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat.
2. Electronic documents must be submitted through the R2CTPO FTP site.  
[Click This Link to Upload Your Completed Application to the River to Sea TPO](#)
3. **The application and all supporting documentation shall be combined in one electronic PDF file.**
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
6. 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.
7. If you are unable to produce an electronic document as prescribed here, please contact R2CTPO staff to discuss other options.
8. If you are unable to upload to the R2CTPO FTP site, please contact R2CTPO staff to discuss other options.
9. 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.

R2CTPO staff will provide assistance in completing an  
application to any member local government that requests it.





## 2023 Application for Project Prioritization – **PROJECT IMPLEMENTATION**

# Traffic Operations, Safety, and Local Initiatives Projects

**\*All applications must be uploaded to the TPO file transfer site by 4:00 p.m. (EST) on February 28, 2023\***

[Click This Link to Upload Your Completed Application to the River to Sea TPO](#)

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

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

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

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

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

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

### Phase(s) requesting to be funded:

☐ PD&E ☐ Design ☐ Right-of-Way ☐ Construction ☐ Other: \_\_\_\_\_

### Project Support:

Does the project have support by the submitting agency's council/commission? ☐ Yes ☐ No

(Provide documentation that the project is part of an approved Capital Improvement Program or other plan that has been approved by the agency's council/commission OR a specific resolution or motion supporting the project)

Is the project consistent with the local government Comprehensive Plan? ☐ Yes ☐ No

Is the project supported by the River to Sea TPO Connect 2045 Long Range Transportation Plan? ☐ Yes ☐ No

### Project Administration:

Will the project be implemented via the FDOT LAP program? ☐ Yes ☐ No

Per LAP program requirements, is the project estimate for each phase greater than \$250,000? ☐ Yes ☐ No

Is the submitting applicant LAP certified or seeking project specific LAP certification? ☐ Yes ☐ No

If the applicant is not seeking LAP certification or does not intend to administer the project through LAP, which local agency is LAP certified and willing to administer the project? \_\_\_\_\_

(Applicant must provide written documentation of an agreement with administering agency or a memorandum of understanding (MOU)).

☐ This project is being submitted as a mixed-use project as defined by Resolution 2022-22. Mixed-use projects must provide the cost breakdown between the traffic operations component of the project and the bicycle/pedestrian component of the project in the cost estimate.

☐ Attach a copy (or provide a link) of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.

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



**Criteria #1 – Location (5 points max.) – Based on federal functional classification map**

This criterion looks at the classification of the roads that will benefit from a proposed project. This criterion gives more points to projects that provide a benefit on roads that are classified at a higher level. If a project benefits more than one road, the road that has the highest classification will be used to allocate points.

Indicate the federal functional classification of the roadway on which the proposed improvement is located. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaaid/>). R2CTPO staff will review the application to verify the classification of the roads benefitting from the proposed project.

**Select only ONE**

- |  |  |
|--|--|
| <input type="checkbox"/> Non-Federally Functionally Classified Road (1 point) <sup>1</sup> | <input type="checkbox"/> Urban/Rural Major Collector (3 points)    |
| <input type="checkbox"/> Urban/Rural Local Road (1 point) <sup>1</sup>                     | <input type="checkbox"/> Urban/Rural Minor Arterial (4 points)     |
| <input type="checkbox"/> Rural Minor Collector (1 points) <sup>1</sup>                     | <input type="checkbox"/> Urban/Rural Principal Arterial (5 points) |
| <input type="checkbox"/> Urban Minor Collector (2 points)                                  |  |

<sup>1</sup>Project must be safety related

**Criteria #2 – Project Readiness (15 points max.) <sup>2</sup>**

This criterion looks at the amount of work required to develop the project and get it ready for construction. The closer a project is to the construction phase, the more points it is eligible for.

Check the appropriate boxes to indicate which phases of work have already been completed or will not be required. For each phase that will not be required, explain why in the space provided for commentary. Include with this application a copy of any relevant studies, warrants, designs, and/or permits.

PE (Design)**Select only ONE**

- ☐ Completed (3 points)
- ☐ Not Required (3 points)
- ☐ Required but Not Completed (0 points)
- ☐ Unknown or TBD (0 points)

Permitting**Select only ONE**

- ☐ Completed (3 points)
- ☐ Not Required (3 points)
- ☐ Required but Not Completed (0 points)
- ☐ Unknown or TBD (0 points)

Environmental**Select only ONE**

- ☐ Completed (3 points)
- ☐ Not Required (3 points)
- ☐ Required but Not Completed (0 points)
- ☐ Unknown or TBD (0 points)

Utility Relocation<sup>3</sup>**Select only ONE**

- ☐ Completed (3 points)
- ☐ Not Required (3 points)
- ☐ Required but Not Completed (0 points)
- ☐ Unknown or TBD (0 points)

Right-of-Way Acquisition**Select only ONE**

- ☐ Completed (3 points)
- ☐ Not Required (3 points)
- ☐ Required but Not Completed (0 points)
- ☐ Unknown or TBD (0 points)

<sup>2</sup> When Federal funding will be used to fund a project, all activities or work, including that which is done in advance of applying for Federal funds, must comply with all applicable Federal statutes, rules and regulations.

<sup>3</sup> Includes all underground and overhead utilities, including, but not limited to private gas utility, fiber optic communication cable, public/private water or sewer utility, telephone, power or cable tv utility.

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

### Criteria #3 – Mobility and Operational Benefits (25 points max.)

This criterion looks at the extent of traffic operational benefits that will be derived from a proposed project. The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the operational benefits of the proposed project, and specify and explain if this project is considered regional in nature. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

**Describe the mobility and operational benefits of the proposed project, and specify and explain if this project is considered regional in nature. Enough detail must be provided so that the reviewer can assess the following criteria:**

Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]

**Select only ONE**

- ☐ less than 0.75 (0 points)
- ☐ 0.75 to 0.99 (3 points)
- ☐ 1.00 to 1.25 (4 points)
- ☐ greater than 1.25 and/or identified as congested in TPO's CMP/Performance Measures Report (5 points)

Mobility Enhancements (i.e., level of increased mobility and/or travel time reliability that a project will provide)

**Select ALL that Apply**

- ☐ None (0 points)
- ☐ Bicycle, Pedestrian, ADA, or Transit (1-5 points)
- ☐ Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming<sup>4</sup> (1-10 points)

Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant, widening justification<sup>5</sup>, an FDOT approved roundabout geometric and operational analysis<sup>6</sup>, or access management or ITS improvements<sup>7</sup>

**Select only ONE**

- ☐ No (0 points)
- ☐ Yes (1-5 points)

<sup>4</sup> Attach Traffic Signal Timing Study.

<sup>5</sup> Attach Warrant Study to application; otherwise R2CTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

<sup>6</sup> Attach FDOT Step 3 Roundabout Summary Report.

<sup>7</sup> Access management and ITS improvements include, but are not limited to, addition of non-traversable median greater than 50% project length, addition of curb/gutter at intersection or greater than 50% project length, closure of minor intersections or crossovers, reduction of the number of access points (driveways or driveway widths), elimination of existing at-grade RR crossing, elimination of existing on-street parking, provision of traffic signal preemption for emergency vehicles, connection of three or more traffic signals, and new connection of traffic signal system to computerized signal control.

#### Criteria #4 – Safety Benefits (25 points max.)

This criterion looks at the degree of safety benefits that will be derived from a proposed project. The number of points allocated will reflect whether the proposed project will mitigate for an identified safety issue/concern and the degree of benefit that is expected.

In the space provided below for commentary, describe the safety benefits expected from the proposed project, and explain how the proposed project will mitigate for the safety issue and help the River to Sea TPO meet or exceed adopted Transportation Safety Targets for Serious Injuries and Fatalities. TPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates, if needed.

**Describe the safety issue being addressed and provide specific detail on how the proposed safety strategy or counter-measure would mitigate for the documented safety issue/concern. Enough detail must be provided so that the reviewer can assess the following criteria:** \_\_\_\_\_

**Select ALL that Apply**

- ☐ The specific project location is on FDOT's High Crash List; The River to Sea TPO's Congestion Management Process Report top 25 crash frequency and severity list for vehicles, motorcycles, bicycles, or pedestrians; or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles, corridor crashes per million vehicle miles <sup>8</sup>, Community Traffic Safety Team report, etc.) (0-5 points)
- ☐ The proposed project addresses a safety issue that falls within one or more of the twelve Emphasis Areas identified in the latest adopted Florida Strategic Highway Safety Plan (i.e., lane departures, intersections, pedestrians and bicyclists, aging road users, motorcyclists and motor scooter riders, teen drivers, impaired driving, occupant protection, speeding and aggressive driving, distracted driving) or does contribute to the ability of emergency response vehicles to effectively respond to an incident. (0-10 points)
- ☐ The proposed project represents a strategy that is professionally recognized in the AASHTO Highway Safety Manual or identified by FHWA as a Proven Safety Countermeasure (<https://highways.dot.gov/safety/proven-safety-countermeasures>) as being effective in reducing the frequency and/or severity of traffic accidents. (0-10 points)

<sup>8</sup> Applying Agency must use the following crash rate calculation formulas: Corridor Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 days/year x Number Years x Segment Length); Intersection Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 x Number of Years).

### Criteria #5 Transportation Equity and Economic Vitality (10 points max.)

This criterion looks at whether the proposed project advances or provides opportunities in traditionally underserved communities (transportation disadvantaged census tracts - <https://www.transportation.gov/grants/dot-navigator/federal-tools-determine-disadvantaged-community-status>) and/or the degree to which the project supports economic vitality.

**Describe how the proposed project advances or provides opportunities in traditionally underserved communities and/or the degree to which the project supports economic vitality. Enough detail must be provided so that the reviewer can assess the following criteria:** \_\_\_\_\_

**Select ALL that Apply**

- ☐ The proposed project directly advances or provides opportunities in traditionally underserved communities (improving access to employment, education, community services, or health care services) (0-5 points)
- ☐ The proposed project directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, supports freight movement, and/or supports creation or retention of employment opportunities) (0-5 points)

### Criteria #6 – Resiliency and Sustainability (20 points max.)

This criterion looks at the resiliency and sustainability aspects of the proposed project.

**Describe the resiliency and sustainability aspects of the proposed project. Enough detail must be provided so that the reviewer can assess the following criteria:** \_\_\_\_\_

**Select ALL that Apply**

- ☐ **Sea Level Rise/Storm Water Management (0-4 points)**  
The proposed project improves facilities that have been identified as vulnerable to sea level rise or provides an improvement to address storm water management and/or drainage.
- ☐ **Carbon Footprint/Emissions (0-4 points)**  
The proposed project includes carbon reduction strategies that may include reducing single occupant trips, facilitating the use of vehicles or modes of travel that result in lower emissions, providing for alternate modes of transportation, reducing congestion and idling through congestion management strategies, etc.
- ☐ **Environmental (0-4 points)**  
The proposed project includes strategies that minimize impacts to the environment, including preserving specimen and historic trees, wetlands, and protected species habitats.
- ☐ **Hurricane Evacuation (0-8 points)**  
The proposed project improves a designated evacuation route including, but not limited to, converting traffic signal to mast arm or other operational improvements<sup>9</sup>

<sup>9</sup> The term “other operational improvements” includes any improvement that will likely result in a significant: a) increase in evacuating traffic capacity or b) reduction in the probable occurrence or severity of evacuating traffic delay and/or disruption from signal failure, lane blockage, etc.

**Criterion #7 – Local Matching Funds > 10% of Total Project Cost (10 points max.) – Bonus Points**

Please specify the committed local match percentage \_\_\_\_\_ *(Match must be in whole or half percent increments)*

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

**Select only ONE**

- ☐ Local Matching Funds are equal to 10.0% (0 points)
- ☐ Local Matching Funds are greater than or equal to 10.5% but less than 12.5% (1 point)
- ☐ Local Matching Funds are greater than or equal to 12.5% but less than 15.0% (2 points)
- ☐ Local Matching Funds are greater than or equal to 15.0% but less than 17.5% (3 points)
- ☐ Local Matching Funds are greater than or equal to 17.5% but less than 20.0% (4 points)
- ☐ Local Matching Funds are greater than or equal to 20.0% but less than 22.5% (5 points)
- ☐ Local Matching Funds are greater than or equal to 22.5% but less than 25.0% (6 points)
- ☐ Local Matching Funds are greater than or equal to 25.0% but less than 27.5% (7 points)
- ☐ Local Matching Funds are greater than or equal to 27.5% but less than 30.0% (8 points)
- ☐ Local Matching Funds are greater than or equal to 30.0% but less than 32.5% (9 points)
- ☐ Local Matching Funds are greater than or equal to 32.5% (10 points)



## 2023 Application for Project Prioritization – **FEASIBILITY STUDY**

# Traffic Operations, Safety, and Local Initiatives Projects

All applications must be uploaded to the TPO file transfer site by 4:00 p.m. (EST) on February 28, 2023  
[Click This Link to Upload Your Completed Application to the River to Sea TPO](#)

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

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

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

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

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

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

Does the Applying Agency expect to be certified by FDOT to perform the 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 a 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 your Purpose and Need statement is clear and complete. It will be the principal consideration in ranking your 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 project Purpose and Need will also help to define the scope for the Feasibility Study, the consideration of alternatives (if appropriate), and ultimate 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 such as livability and the environment should be identified as ancillary benefits. The Purpose should be stated in one or two sentences as the positive outcome that is expected. For example, the purpose is to reduce intersection delays or to reduce rear end collisions. It should avoid stating a solution as a purpose such as: “the purpose of the project is to add an exclusive left turn lane”. 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. 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.

**Project Purpose and Need Statement:** \_\_\_\_\_

**Criteria #1 through #4, below, will be used to evaluate and rank each application for Feasibility Study. For Criteria #1, the Applying Agency must indicate the functional classification of the roadway on which the proposed improvement will be located. For Criteria # 2 through #4, the Applying Agency must provide commentary explaining how and to what degree the proposed improvement will address the criteria.**

**Criteria #1 - Location** – Indicate the federal functional classification of the roadway on which the proposed improvement is located. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaid/>). R2CTPO staff will review the application to verify the classification of the roads benefitting from the proposed project. (4 points total)

- ☐ Urban/Rural Principal Arterial
- ☐ Urban/Rural Minor Arterial
- ☐ Urban/Rural Major Collector
- ☐ Urban Minor Collector
- ☐ Rural Minor Collector or Urban/Rural Local Road
- ☐ Not Applicable

**Criteria #2 - Mobility and Operational Benefits** – The proposed project will significantly reduce traffic congestion and/or delays identified in the TPO’s Congestion Management Process/Performance Measures Report or otherwise identified and documented. (4 points total)

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

**Criteria #3 - Safety Benefits** – The project will significantly reduce the number and/or severity of crashes, including pedestrian crashes; it will significantly reduce the number of fatalities and/or serious injuries. (4 points total)

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

**Criteria #4 - Transportation Equity and Economic Vitality** – The proposed project will directly advance or provide opportunities in traditionally underserved communities; it directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, and/or supports creation or retention of employment opportunities). (4 points total)

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



## 2023 Application for Project Prioritization

# Transportation Planning Studies

### General Instructions:

The River to Sea Transportation Planning Organization (TPO) coordinates transportation planning activities with FDOT staff to establish needs throughout the TPO's Metropolitan Planning Area (MPA) and to determine the most effective agency and approach for completing the work. Studies are funded in part by the TPO using federal planning funds allocated to MPOs. In addition, studies are pursued throughout FDOT District 5 using planning funds available to the department. SU funds are also available to be used for planning activities when the cost of the planning studies exceeds the PL funding available.

Recognizing that the River to Sea TPO member local governments are well positioned to identify transportation issues as they arise, the TPO wants to encourage their participation in the development of a list of priority planning studies to address these issues. The TPO will annually, as part of the Call for Projects, reach out to member local governments to identify and define transportation planning studies for inclusion on a prioritized list, and to assist in identifying the agency that should take the lead in funding and managing the study. In some cases, the result may be a funding partnership between organizations. Support may also be identified through other fund sources as (safety, operations, grants etc.).

Planning studies ranked in the top five for funding by FDOT will require an FDOT 4P project application to be completed.

Projects requiring a full PD&E should be included in the TPO's Long-Range Transportation Plan (LRTP) and should be listed on other project priority lists established by the TPO.

### Process:

1. The annual "Call for Projects" will include an invitation to submit requests for planning studies.
2. To be considered for prioritization, planning study requests will include the following:
  - a. Project Title and Description (including area or termini)
  - b. Cost Estimate
  - c. Purpose & Need (including data & other facts)
  - d. Previous/related Studies
  - e. A page may be added to include a map, picture or other graphical illustration of the project.
3. No local match will be required.
4. The TIP Subcommittee will rank the requested planning studies in order of priority with consideration of applicable ranking criteria. The TIP Subcommittee's recommended ranking will then be presented to the CAC and TCC for review and comment before being presented the TPO Board for approval.

### Ranking Criteria:

#### Federal Planning Factors –

1. Support the economic vitality of the United States, the States, metropolitan areas, and non-metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and non-motorized users;
3. Increase accessibility and mobility of people and freight;
4. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;



5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation;
7. Emphasize the preservation of the existing transportation system;
8. Improve transportation system resiliency and reliability;
9. Reduce (or mitigate) the stormwater impacts of surface transportation.

Other Criteria –

1. The study is necessary to identify a solution (the solution is not evident without a study);
2. The study would be best undertaken now (should not be delayed); and
3. The study will provide needed guidance for decision-makers regarding future projects.

**Representative Types of Studies:**

- |  |  |
|--|--|
| 1. Corridor Management Plans;                    | 5. Alternative Route Studies;                  |
| 2. Corridor Improvement Studies;                 | 6. Major Investment Studies;                   |
| 3. Route Development Plans;                      | 7. Spot or Location Studies;                   |
| 4. Environmental Assessments and Impact Studies; | 8. Bicycle/Pedestrian Safety Action Plans; and |
|  | 9. Multi-Modal Connectivity Plan               |

**Electronic and “Hard Copy” Submittal Requirement:**

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat.
2. Electronic documents must be submitted through the River to Sea TPO FTP site:  
[Click This Link to Upload Your Completed Application to the River to Sea TPO](#)
3. The application and all supporting documentation shall be included in one electronic PDF file.
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2” by 11” (letter) or 11” by 17” (tabloid).
6. 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.
7. If you are unable to produce an electronic document as prescribed here, please contact R2CTPO staff to discuss other options.
8. If you are unable to upload to the R2CTPO FTP site, please contact R2CTPO staff to discuss other options.
9. 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.

River to Sea TPO staff will provide assistance in completing an application to any member local government that requests it.



## 2023 Application for Project Prioritization Transportation Planning Studies

**\*All applications must be uploaded to the TPO file transfer site by 4:00 p.m. (EST) on February 28, 2023\***  
**[Click This Link to Upload Your Completed Application to the River to Sea TPO](#)**

Study Title: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

Study Description: \_\_\_\_\_

Study Area (include study area length and termini, if appropriate, and attach location map): \_\_\_\_\_

Estimated Study Cost: \_\_\_\_\_

### **Purpose and Need for the Transportation Planning Study:**

In the space provided below, describe the Purpose and Need for this proposed study and explain how the study is expected to address each ranking criterion that may apply. It is very important that your Purpose and Need statement is clear and complete and specifies whether the study is local or regional in nature. It will be the principal consideration in ranking your study proposal. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the study is being given relative to other needed transportation planning studies is warranted. The Purpose and Need will also help to define the study scope, the consideration of alternatives (if appropriate), and ultimate study findings and recommendations.

**Purpose and Need Statement:** \_\_\_\_\_