



MEETING NOTICE

Please be advised that the Volusia Transportation Planning Organization (TPO) CITIZENS' ADVISORY COMMITTEE (CAC) & TECHNICAL COORDINATING COMMITTEE (TCC) will be meeting on:

DATE: Tuesday, November 20, 2012
TIME: 1:30 p.m. (CAC) & 3:00 p.m. (TCC)
PLACE: Volusia TPO Conference Room
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114

NOTE: PLEASE SILENCE ALL BEEPERS AND CELL PHONES DURING THE MEETING!!

Mr. Dan D'Antonio, CAC Chairman

Mr. Darren Lear, TCC Chairman

AGENDA

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM
- II. CONSENT AGENDA
 - A. APPROVAL OF OCTOBER 16, 2012 CAC AND TCC MEETING MINUTES *(Contact: Pamela Blankenship) (Enclosure, CAC pages 3-8; TCC pages 9-15)*
 - B. CANCELLATION OF DECEMBER 18, 2012 CAC AND TCC MEETINGS *(Contact: Pamela Blankenship) (Enclosure, page 3)*
- III. ACTION ITEMS
 - A. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2012-XX AMENDING THE FY 2012/13 – 2016/17 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *(Contact: Robert Keeth) (Enclosure, pages 16-29)*
 - B. REVIEW AND RECOMMEND APPROVAL OF PROPOSED REVISIONS TO THE PROJECT PRIORITY PROCESS INCLUDING THE APPLICATION AND SCORING CRITERIA FOR XU TRAFFIC OPERATIONS/ITS/SAFETY AND TRANSPORTATION ALTERNATIVES PROJECTS *(Contact: Robert Keeth) (Enclosure, pages 30-61)*

Beverly Beach
Daytona Beach
Daytona Beach Shores
DeBary

DeLand
Deltona
Edgewater
Flagler Beach

Holly Hill
Lake Helen
New Smyrna Beach
Oak Hill

Orange City
Ormond Beach
Pierson
Ponce Inlet

Port Orange
South Daytona
Volusia County

- C. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2012-XX SUPPORTING THE CONTINUATION OF FDOT ADMINISTRATION OF THE SECTION 5310 PROGRAM ON BEHALF OF VOTRAN (Contact: Lois Bollenback) (Enclosure, pages 62-64)

- IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS
 - A. PRESENTATION ON THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP) (Contact: Lois Bollenback) (Enclosure, page 65)
 - B. PRESENTATION ON THE CENTER FOR URBAN TRANSPORTATION RESEARCH (CUTR) FLORIDA MPO ADVISORY COUNCIL (MPOAC) TRANSPORTATION REVENUE STUDY (Contact: Lois Bollenback) (Enclosure, page 66)
 - C. REVIEW OF PROPOSED CHANGES TO THE VOLUSIA TPO PURCHASING MANUAL (Contact: Herbert Seely) (Enclosure, page 67)
 - D. FDOT REPORT (Contact: FDOT District 5) (Enclosure, page 68, separate cover)
 - E. VOLUSIA COUNTY CONSTRUCTION REPORT (Contact: Volusia County Traffic Engineering) (Enclosure, page 69)

- V. STAFF COMMENTS (Enclosure, page 70)
 - Ⓡ Reapportionment Update
 - Ⓡ SunRail Update
 - Ⓡ Corridor Improvement Program (CIP) Update

- VI. CAC/TCC MEMBER COMMENTS (Enclosure, page 70)

- VII. INFORMATION ITEMS (Enclosure, pages 70-85)
 - Ⓡ Draft XU Bicycle/Pedestrian Application and Scoring Criteria
 - Ⓡ Updated Priority Lists (provided under separate cover)
 - Ⓡ 2013 Meeting Schedule

- VIII. PRESS/CITIZEN COMMENTS (Enclosure, page 70)

- IX. ADJOURNMENT (Enclosure, page 70)

*****The next meetings of the CAC and TCC are Tuesday, January 15, 2013*****

NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 21, at least five (5) working days prior to the meeting date.

NOTE: If any person decides to appeal a decision made by the committee 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.

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

II. CONSENT AGENDA

A. APPROVAL OF OCTOBER 16, 2012 CAC & TCC MEETING MINUTES

Background Information:

Minutes are prepared for each CAC and TCC meeting and said minutes must be approved by their respective committees.

B. CANCELLATION OF DECEMBER 18, 2012 CAC AND TCC MEETINGS

Background Information:

Traditionally, if there is no outstanding business which needs to be conducted before the end of the calendar year, none of the TPO Committees will meet during the month of December. This tends to be a busy month for committee members who are preparing for the holidays.

ACTION REQUESTED:

MOTION TO APPROVE THE CONSENT AGENDA

Citizens' Advisory Committee (CAC)

Meeting Minutes

October 16, 2012

CAC Members Present:

Donald Smart
Richard Gailey
Janet Deyette
Rick Belhumeur
Gilles Blais, Vice Chairman
Jake Sachs
Bob Storke
Susan Elliott
Nancy Epps
Bobby Ball
Dan D'Antonio, Chairman
Judy Craig
Lary Galphin
Heather Blanck
Mary Schoelzel (non-voting)
Melissa Winsett (non-voting)
Lois Bollenback (non-voting)

CAC Members Absent:

Bliss Jamison
Peter Hauser
Nadine Collard (excused)
Judy Craig (excused)
Tomm Friend (excused)

Others Present:

Pamela Blankenship, Recording Secretary
Jean Parlow
Robert Keeth
Carole Hinkley
Stephan Harris
R. Sans Lassiter
Clay Ervin
Jim Brown
Ned Baier
Jon Cheney

Representing:

Daytona Beach
DeBary
Deltona
Flagler Beach
Holly Hill
New Smyrna Beach
Orange City
Pierson
Ponce Inlet
Port Orange
Volusia County
Volusia County
Volusia County
Votran
FDOT District 5
VC Traffic Engineering
TPO Staff

Representing:

Edgewater
Ormond Beach
Volusia County
Volusia County
Volusia County

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Lassiter Transportation Group
Lassiter Transportation Group
FDOT
Jacobs Engineering
Volusia County Traffic Engineering

I. **Call to Order / Roll Call / Determination of Quorum**

Chairman D'Antonio called the meeting of the Volusia Transportation Planning Organization (TPO) Citizens' Advisory Committee (CAC) to order at 1:31 p.m. The roll was called and it was determined that a quorum was present.

II. Consent Agenda

A. Approval of September 18, 2012 CAC Meeting Minutes

MOTION: *Mr. Storke moved to approve the September 18, 2012 CAC meeting minutes. The motion was seconded by Ms. Elliott and carried unanimously.*

III. Action Items

A. Review and Recommend Approval of Resolution 2012-XX Amending the FY 2012/13 – 2016/17 Transportation Improvement Programs (TIP)

[Handout provided]

Mr. Keeth explained that typically in the fall every year the TPO programs projects from its priority lists into FDOT's Work Program which is adopted on July 1. This past year however, the projects were unable to be programmed due to scheduling changes. Four projects from the XU Set-Aside Traffic Operations/ITS/Safety List and four projects from the XU Bicycle/Pedestrian Priority List are being added to the Work Program for the current fiscal year (FY 2012/13).

Ms. Bollenback stated that there was over \$1 million in the bicycle/pedestrian category that was able to be taken from reserve and allocated to projects. That money was used to fund projects on the Bicycle/Pedestrian Priority List. In addition, there was almost \$750,000 in Traffic Ops/ITS/Safety funds that was available to fund projects as well. This allowed projects on the Priority Lists to move forward.

MOTION: *Ms. Epps moved to recommend approval of Resolution 2012-XX amending the FY 2012/13 – 2016/17 Transportation Improvement Program (TIP). The motion was seconded by Ms. Deyette and carried unanimously.*

B. Approve the Appointment of Mobility Management Subcommittee Members

Ms. Bollenback stated that Ms. Parlow, TPO staff, would be heading up the Mobility Management Subcommittee. The initial work that the subcommittee will be doing will be technical. She reminded the members that at previous CAC meetings Mr. Friend had indicated that he would like to be a part of the subcommittee. Two of the activities the subcommittee would be undertaking include the reclassification of roads and a discussion of performance measures.

Ms. Parlow stated that Ms. Blankenship had spoken with Mr. Friend earlier and he had confirmed he would like to be on the subcommittee.

Chairman D'Antonio nominated Mr. Friend to the subcommittee.

Ms. Parlow noted that staff is looking at either November 1st or 9th for the first meeting. The future schedule will be determined at the first subcommittee meeting.

Mr. Blais and Mr. Ball volunteered to be on the Mobility Management Subcommittee.

MOTION: *Mr. Galphin moved to confirm the appointment of Mr. Blais, Mr. Ball and Mr. Friend to the Mobility Management Subcommittee. The motion was seconded by Ms. Epps and carried unanimously.*

IV. Presentation, Status Reports, and Discussion Items

A. Presentation on Initial Findings of Phase I of the US 17-92 Corridor Improvement Program (CIP)

[Handout provided]

Mr. R. Sans Lassiter, Lassiter Transportation Group, introduced Mr. Clay Ervin, also from Lassiter Transportation Group, and noted that he was part of the consultant team working on the US 17-92 Corridor Improvement Program (CIP). Mr. Lassiter gave a PowerPoint presentation which outlined the purpose, initial findings of Phase I and the next steps in the process.

Mr. Belhumeur asked when the study was expected to be completed.

Mr. Lassiter responded that the target completion date is mid-December and the final results would be presented to the committees in November.

Ms. Bollenback explained that an incremental approach was being used for the corridor study and it was expected to take 90-120 days to collect all the information and decide what follow up is needed. If the surrounding jurisdictions are clear on where they would like to head then the result of the study will be a comprehensive library tool for all of the important corridors that are in Volusia County; the library will contain information on everything that impacts the corridor and is being planned. If there are areas in conflict where the corridor transitions from one jurisdiction to another then a discussion to determine what needs to be done to address the conflicts will be planned. If there are common themes, it provides the opportunity to partner together for grants or other work activities.

Chairman D'Antonio commented that when the program was initially put into place it was to assist communities in the annual call for projects and to have a consistent response from the communities along the corridors.

B. Presentation on Volusia County Road Program

[Handout provided]

Mr. Cheney gave a PowerPoint presentation on Volusia County's Five-Year Road Program. He noted that there was a decline in gas tax revenue over the last few years. He pointed out that the core mission of the Volusia County's Public Works Department is system preservation; construction of major county thoroughfare roads is secondary. Mr. Cheney reviewed the projects that are funded for construction in the next five years and noted that alternative transportation funding sources are currently being studied.

Discussion ensued on the local option gas tax and its effect on revenue.

C. FDOT Report

[Handout provided]

Ms. Schoelzel introduced FDOT's new MPO Liaison, Mr. Jim Brown. She announced that FDOT's Work Program Public Hearing will be on December 11, 2012 at the District Office in DeLand. She

added that there will be a public information meeting for the Work Program at the November TPO Board meeting. She thanked the TPO staff for working with FDOT to get projects programmed.

D. Volusia County Construction Report

Ms. Winsett stated that construction report handout would be provided via email. She added that there was nothing new to report.

V. Staff Comments

® Updates on:

a Pedestrian Law Enforcement Grant

Ms. Bollenback stated that the TPO had received a \$52,500 grant to continue the Pedestrian Safety Law Enforcement Program and that Mr. Harris was working with a number of local jurisdictions and police departments on the east side of the county.

a Transportation Funding Task Force Survey

Ms. Bollenback stated that the TPO Board would be receiving a presentation at their October meeting on a survey currently being considered by the Transportation Funding Task Force. The survey will explore how communities look at funding issues.

a 2040 LRTP Update

Ms. Bollenback explained that draft scope for the 2040 LRTP was being developed and the members would most likely receive a draft copy via email to review in the next month. She noted that it would be on November's agenda for discussion.

a TIP Subcommittee Update

Ms. Bollenback stated that the TIP Subcommittee has continued to meet to look at the priority project criteria and make revisions which will be on the next CAC and TCC agendas. She added that the Central Florida MPO Alliance (CFMPOA) had been discussing the Transportation Alternatives Program that was established by MAP-21. She explained that the CFMPOA is considering the viability of pooling that money as a region in order to build some of the larger projects. She added that a number of projects on the Volusia TPO's Bicycle/Pedestrian Priority List relate to the East Central Florida Regional Rail Trail which cost several million dollars; the TPO will receive less than \$500,000 in Transportation Alternatives funding per year.

a US 1 Corridor Improvement Program (CIP) Phase II

Ms. Bollenback commented that Phase II of the US 1 CIP was underway and that a tentative kick-off meeting was scheduled for November 14th. She added that information would be sent to the members.

Chairman D'Antonio asked Mr. Galphin if he had received the information he had sent via email last month on SunRail, noting that he would send it to him if he had not.

VI. CAC Member Comments

Mr. Storke stated that Orange City had recently participated in the Pedestrian Safety Law Enforcement Program and they had found it so useful that they held 60 additional sessions after its completion.

Ms. Blanck reminded the members that Votran would be providing free rides to the polls on Election Day.

Mr. Galphin asked if Volusia County had been affected by the Governor's funding decreases.

Ms. Bollenback responded that there were shortfalls at all levels and an alternatives study had been completed by the Center for Urban Transportation Research (CUTR) that looked at how to deal with the funding challenges. She added that a presentation would be given in January on Work Program funding. FDOT is currently looking at the Work Program for the next five years and there could still be changes.

Discussion ensued on the Pedestrian Law Enforcement Program and the cities interested in participating including New Smyrna Beach, Daytona Beach Shores, Flagler Beach, Holly Hill, Orange City and DeLand.

Ms. Epps requested that Mr. Harris look into the possibility of utilizing the volunteer Citizens on Patrol in the program to save money.

VII. Information Items

VIII. Press/Citizen Comments

There were no press or citizen comments.

IX. Adjournment

The CAC meeting was adjourned at 2:35 p.m.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

DAN D'ANTONIO, CHAIRMAN
CITIZENS' ADVISORY COMMITTEE (CAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the October 16, 2012 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 20th day of November 2012.

PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Technical Coordinating Committee (TCC)

Meeting Minutes

October 16, 2012

TCC Members Present:

Fred Ferrell
Pedro Leon
Stewart Cruz
Rebecca Hammock
Mike Holmes
Ron Paradise
Darren Lear, Chairman
Chad Lingenfelter
Tom Harowski
Gail Henrikson
Jim Kerr
Ric Goss
Jim Smith
Clay Ervin, Vice Chairman
Bill McCord
Larry LaHue
Helen LaValley
Jon Cheney
Heather Blanck
Mary Schoelzel
Lois Bollenback (non-voting)

TCC Members Absent:

Don Findell
John Dillard

Others Present:

Pamela Blankenship, Recording Secretary
Robert Keeth
Carole Hinkley
Jean Parlow
Stephan Harris
Melissa Winsett
Ned Baier
Jim Brown
Mike Marcum
Richard Walton
José Papa
R. Sans Lassiter

Representing:

Daytona Beach
Daytona Bch Int'l Airport
Daytona Beach Shores
DeBary
DeLand
Deltona
Edgewater
Flagler Beach
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Pierson
Ponce Inlet
Port Orange
V.C. Emergency Management
Volusia County School Board
Volusia County Traffic Engineering
Votran
FDOT District 5
Volusia TPO Staff

Representing:

Lake Helen
South Daytona

Representing:

Volusia TPO Staff
Volusia TPO Staff
Volusia TPO Staff
Volusia TPO Staff
Volusia TPO Staff
Volusia County Traffic Engineering
Jacobs Engineering
FDOT
Daytona Beach
Daytona Beach
Palm Coast
Lassiter Transportation Group

I. Call to Order / Roll Call / Determination of Quorum

The meeting of the Volusia Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) was called to order at 3:02 p.m. by Chairman Darren Lear. The roll was called and it was determined that a quorum was present.

II. Consent Agenda

A. Approval of September 18, 2012 TCC Meeting Minutes

MOTION: *Mr. Cheney moved to approve the September 18, 2012 TCC meeting minutes. The motion was seconded by Mr. Ervin and carried unanimously.*

III. Action Items

A. Review and Recommend Approval of Resolution 2012-XX Amending the FY 2012/13 – 2016/17 Transportation Improvement Programs (TIP)

[Handout provided]

Mr. Keeth explained that there was a little more than \$2 million in extra XU funding that needed to be programmed. TPO staff recently met with FDOT and went through the priority lists to choose projects to be advanced. The projects chosen were taken in ranked order with a few exceptions (due to the projects not being ready). Four existing projects from the XU Set-Aside Traffic Operations/ITS/Safety List and four new projects from the Bicycle/Pedestrian List were chosen and are being added to the Work Program for the current fiscal year (FY 2012/13). He noted that "Attachment A" to the resolution had been revised since the agenda was sent out.

MOTION: *Mr. Lingenfelter moved to recommend approval of revised Resolution 2012-XX amending the FY 2012/13 – 2016/17 Transportation Improvement Program (TIP). The motion was seconded by Mr. McCord.*

Mr. Ferrell asked if moving projects from FY 2013/14 would have an effect on the ability to fund the Orange Avenue signal project in FY 2013/14.

Mr. Keeth responded that the TIP amendments were only for FY 2013/14 and it is anticipated that the project will be programmed when FDOT puts together their Work Program for the coming year.

Ms. Bollenback added that when TPO staff met with FDOT, the next several years of the Work Program were discussed and FDOT will be giving a presentation in January on the remaining projects as well as the overall Work Program.

Mr. Ferrell requested that Daytona Beach be kept apprised of the status of the project.

The motion carried unanimously.

B. Review and Approval of Base Year 2010 Socioeconomic (SE) Data for the 2040 Long Range Transportation Plan (LRTP)

Mr. Keeth stated that the draft ZData which will be used to calibrate and validate the 2040 LRTP model had been provided to the cities three weeks ago. The draft data was prepared by Data

Transfer Solutions (DTS) working for FDOT on the TPO's behalf. He noted that he was still waiting for comments from some of the cities and encouraged the members to provide the information as soon as possible. He added that he would be contacting those who had provided comments to address any concerns he may have.

Ms. Bollenback stated that any additional information should be submitted by Friday.

Mr. Keeth requested that the TCC allow the TPO staff to move forward with the data without bringing it back for final approval given that staff will meet with each jurisdiction to resolve any issues. He added that FDOT was informed that final approval for Volusia would be at today's meeting. The calibration and validation will begin in January; Flagler County has not begun reviewing their socioeconomic (SE) data which is also necessary for the model calibration and validation. The deadline for Flagler County is Thanksgiving.

MOTION: *Mr. McCord moved to approve the base year 2010 socioeconomic data subject to comments made by the local governments. The motion was seconded by Mr. Cheney.*

Mr. Harowski stated that he had not provided comments back yet so he could not support the motion until he had reviewed the data.

Ms. Bollenback noted that approval of the data subject to local jurisdictions comments had been done in prior years and that it would be dependent upon everyone's satisfaction.

The motion carried with Mr. Harowski opposing.

C. Approve the Appointment of Mobility Management Subcommittee Members

Ms. Bollenback stated that the initial work the Mobility Management Subcommittee would be undertaking will include looking at the reclassification of roadways and considering data needed for performance measures required by MAP-21.

The following TCC members volunteered for the Mobility Management Subcommittee: Ric Goss, Ron Paradise, Jon Cheney, Heather Blanck and Chad Lingenfelter.

MOTION: *Mr. Ervin moved to confirm the appointment of Mr. Goss, Mr. Paradise, Mr. Cheney, Ms. Blanck and Mr. Lingenfelter to the Mobility Management Subcommittee. The motion was seconded by Mr. Harowski and carried unanimously.*

IV. Presentation, Status Reports, and Discussion Items

A. Presentation of Initial Findings of Phase I of the US 17-92 Corridor Improvement Program (CIP)

[Handout provided]

Mr. R. Sans Lassiter, Lassiter Transportation Group, introduced Mr. Clay Ervin, also from Lassiter Transportation Group, and noted that he was part of the consultant team working on Phase I of the US 17-92 Corridor Improvement Program (CIP). Mr. Lassiter gave a PowerPoint presentation which outlined the purpose, initial findings and the next steps in the process. He added that target

completion date is mid-December and the final results will be presented to the committees in November.

Mr. Paradise commented that there needed to be a significant, tangible connection from Deltona to the SunRail system.

Mr. Lassiter responded that he agreed with Mr. Paradise and his request would be added as a comment.

Ms. Bollenback clarified that the initial look at the US 17-92 corridor was to identify existing studies that have been done and then determine if there is any reason to follow up with any additional work. If there are areas that need to be looked at closer, that can be done later. The intent is not to make new recommendations but to follow through on projects that have been previously identified and to remove those that should not move forward.

Ms. Bollenback reminded the members that one of the goals of the CIP is to create an opportunity where all of the information that impacts the corridor is in one place and will function as a searchable database for the jurisdictions.

Ms. Blanck stated that part of the SunRail project includes funding for two Votran routes to provide service to the stations.

Discussion ensued on the funding available for Strategic Intermodal System (SIS) facilities.

B. Presentation on Volusia County Road Program

[Handout provided]

Mr. Cheney gave a PowerPoint presentation on Volusia County's Five-Year Road Program. He noted that there was a decline in gas tax revenue over the last few years. He pointed out that the core mission of the Volusia County's Public Works Department is system preservation; construction of major county thoroughfare roads is secondary. Mr. Cheney reviewed the projects that are funded for construction in the next five years and noted that alternative transportation funding sources are currently being studied. Mr. Cheney also provided an overview of the Public Works Strategic Roadway Plan.

Mr. Harowski asked if the Volusia County Council was being asked to approve the strategic plan or if they already had.

Mr. Cheney responded that the council was aware of the plan but they were not being asked to approve it.

C. FDOT Report

Ms. Schoelzel introduced FDOT's new Volusia TPO Liaison, Mr. Jim Brown. She added that he came from FDOT's project management office and has a Bachelor's degree in Public Relations. She stated that there was nothing new to report adding that the Homan/Construction report would no longer be in the agendas; FDOT was redeveloping the report and once it was made available, it will be provided.

Ms. Schoelzel announced that FDOT's Work Program Public Hearing will be on December 11, 2012 at District Office in DeLand. She added that there will be a public information meeting for the Work Program at the November TPO Board meeting. She thanked the TPO staff for working with FDOT to get projects programmed. She listed the programmed projects that still needed to have plans submitted to FDOT.

Discussion ensued regarding plans for the LED Signal Systems.

Ms. Schoelzel noted that she would follow up via email on all the projects that still needed to have the plans submitted.

D. Volusia County Construction Report

Mr. Cheney stated that the report had been covered during the Volusia County Road Program presentation.

V. Staff Comments

® Updates on:

a Pedestrian Law Enforcement Grant

Ms. Bollenback stated that the TPO had received another \$52,500 grant to continue the Pedestrian Safety Law Enforcement Program for the current year and Mr. Harris would be working with a number of local jurisdictions and police departments on the east side.

a Transportation Funding Task Force Survey

Ms. Bollenback stated that the TPO Board would be receiving a presentation at their October meeting on a survey being considered by the Transportation Funding Task Force. The survey will research how communities look at transportation issues and their values.

a 2040 LRTP Update

Ms. Bollenback explained that scope for the 2040 LRTP was currently being developed and the members would receive a draft copy via email to review. She noted that it would be on November's agenda for discussion.

a TIP Subcommittee Update

Ms. Bollenback stated that the TIP Subcommittee has continued to meet to look at the priority project criteria and make revisions which will be presented on the next CAC and TCC agendas. She added that the Central Florida MPO Alliance (CFMPOA) had been discussing the Transportation Alternatives Program that was established by MAP-21 and is considering the viability of pooling that money as a region in order to build some of the larger projects. She added that a number of projects on the Volusia TPO's Bicycle/Pedestrian Priority List relate to the East Central Florida Regional Rail Trail which cost several million dollars; the TPO will receive less than \$500,000 in Transportation Alternatives funding each year.

a US 1 Corridor Improvement Program (CIP) Phase II

Ms. Bollenback commented that Phase II of the US 1 CIP was underway and a tentative kick-off meeting is scheduled for November 14th. She added that information would be sent to the members.

Discussion ensued on the approach being taken for developing the 2040 LRTP.

Mr. McCord provided a brief update on the actions and discussions at TIP Subcommittee's recent meeting.

Mr. Keeth stated that the draft, revised criteria as recommended by the TIP Subcommittee would be on the November agendas for recommended approval. In addition, the TIP Subcommittee would be meeting again prior to the November CAC and TCC meetings and the focus would be on Transportation Alternatives funding.

Mr. Cheney noted that Transportation Alternatives funding included a new category called "boulevards." He asked what the category "boulevards" actually encompassed.

Ms. Schoelzel responded that Transportation Alternatives funding did not include any stand-alone landscaping projects; they are allowed only if they go along with a project. She added that she would email the definition of "boulevard" to the members.

VI. TCC Member Comments

Ms. Blanck announced that Votran would be providing free transportation to the polls for the election.

VII. Information Items

VIII. Press/Citizen Comments

There were no press or citizen comments.

IX. Adjournment

There being no further business, the meeting adjourned at 4:12 p.m.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

DARREN LEAR, CHAIRMAN
TECHNICAL COORDINATING COMMITTEE (TCC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the October 16, 2012 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 20th day of November 2012.

**PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

DRAFT

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

III. ACTION ITEMS

A. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2012-XX AMENDING THE FY 2012/13 – 2016/17 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Background Information:

The Volusia TPO has identified additional funding that is available for programming projects from our adopted Priority Lists for XU Traffic Operations/ITS/Safety Projects, XU Bicycle/Pedestrian Projects and Transportation Alternative Projects. TPO staff met with FDOT staff to identify projects for programming based on their readiness (i.e., match commitments have been received, no serious unresolved issues exist, plans and other required documentation are sufficient and funds are available to fully cover a complete phase).

ACTION REQUESTED:

MOTION TO RECOMMEND APPROVAL OF RESOLUTION 2012-XX AMENDING THE FY 2012/13 – 2016/17 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2012-##

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY 2012/13 TO FY 2016/17 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WHEREAS, the Volusia Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

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 Volusia TPO shall annually endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324, among which is the Transportation Improvement Program (TIP); and

WHEREAS, the Volusia TPO's adopted TIP is required to be consistent with the Florida Department of Transportation's adopted Five-Year Work Program; and

WHEREAS, the Florida Department of Transportation has programmed additional projects and/or project phases in the Five-Year Work Program which must now be added to the TIP for consistency.

NOW, THEREFORE, BE IT RESOLVED, by the Volusia TPO that the:

1. Volusia TPO's FY 2012/13 to FY 2016/17 TIP is hereby amended by adding new projects and/or project phases as shown in Attachment A, attached hereto and made a part of this resolution; and the
2. Chairman of the Volusia TPO (or his designee) is hereby authorized and directed to submit the FY 2012/13 to FY 2016/17 TIP as amended to the:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation);
 - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation); and the
 - d. Federal Aviation Administration (FAA) (through the Orlando Airport District Office).

DONE AND RESOLVED at the regular meeting of the Volusia TPO held on the 27th day of November 2012.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

CITY OF DAYTONA BEACH, COMMISSIONER ROBERT GILLILAND
CHAIRMAN, VOLUSIA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on November 27, 2012.

ATTEST:

PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

ATTACHMENT "A"

Resolution 2012-##

Amending the

FY 2012/13 to FY 2016/17

Transportation Improvement Program (TIP)

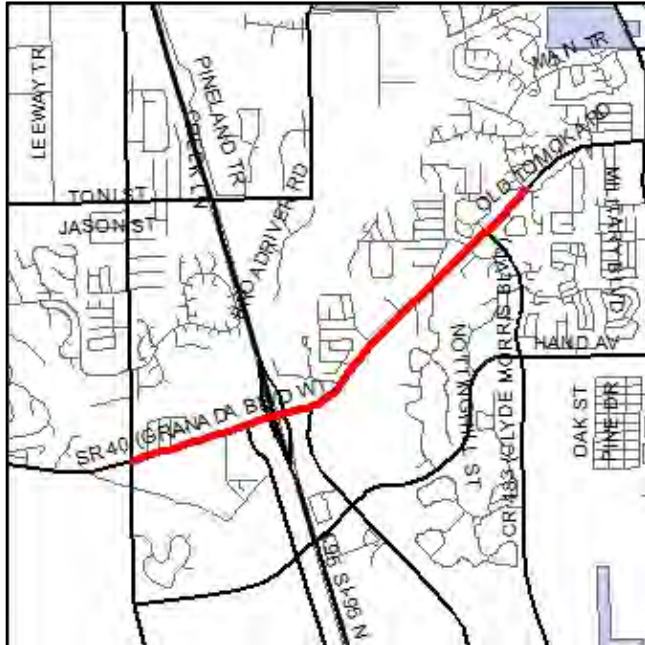
November 27, 2012



MOVE FUNDING OUT

Candidate-2012-3 SR 40 Adaptive traffic signal control system

Non-SIS



Work Summary: Traffic Control Devices/System

From: Main Trail

To: Tymber Creek Rd

Trans System: Non-Intrastate State Highway

Jurisdiction: City of Ormond Beach

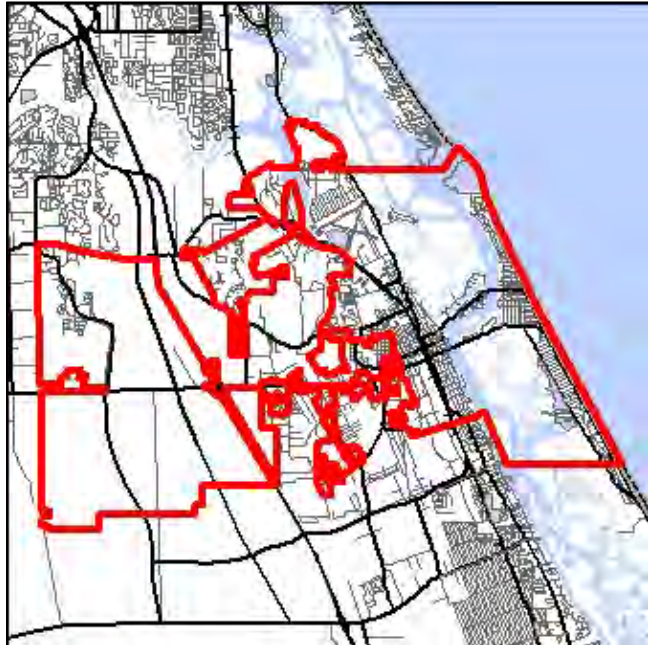
Phase	Fund Source	Fund					Total
		2012/13	2013/14	2014/15	2015/16	2016/17	
CST	XU (SU)	401,223	0	0	0	0	401,223
CST	XU (SU)	0	0	425,697	0	0	425,697
CST	LF	44,580	0	0	0	0	44,580
CST	LF	0	0	47,300	0	0	47,300
Total		445,803	0	0	0	0	405,803
Total		0	0	472,997	0	0	472,997

Project Description:

Implement an adaptive traffic signal control system on SR 40 from Main Trail to Tymber Creek Road. Total project cost is ~~\$445,803~~ \$472,997. [The VTPO's support for traffic operations, intelligent transportation systems \(ITS\), and safety projects is expressed on pgs 1, 44, 49, 92, and 96 of the 2035 Long Range Transportation Plan.](#)

MOVE FUNDING OUT

Candidate-2012-4 City of New Smyrna Beach Traffic Signal Preemption Non-SIS



Work Summary: Traffic Control Devices/System

From: City-wide

To:

Trans System: Non-System Specific

Jurisdiction: City of New Smyrna Beach

Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
CST	XU (SU)	181,249	0	0	0	0	181,249
CST	XU (SU)	0	0	192,305	0	0	192,305
CST	LF	20,139	0	0	0	0	20,139
CST	LF	0	0	21,367	0	0	21,367
Total		201,388	0	0	0	0	201,388
Total		0	0	213,673	0	0	213,673

Project Description:

Install traffic preemption equipment on twenty-three traffic lights within the New Smyrna Beach City limits. Total project cost is ~~\$201,388~~ \$213,673. [The VTPO's support for traffic operations, intelligent transportation systems \(ITS\), and safety projects is expressed on pgs 1, 44, 49, 92, and 96 of the 2035 Long Range Transportation Plan.](#)

ADD NEW PROJECT

Candidate-2012-# **Orange Avenue Signal System Mast Arm** **Non-SIS**



Work Summary: [Traffic Control Devices/Systems](#) **From:** [SR 5A \(Nova Rd\)](#)
To: [South Beach St](#)
Trans System: [Non-Interstate Off State Highway](#) **Jurisdiction:** [Daytona Beach](#)

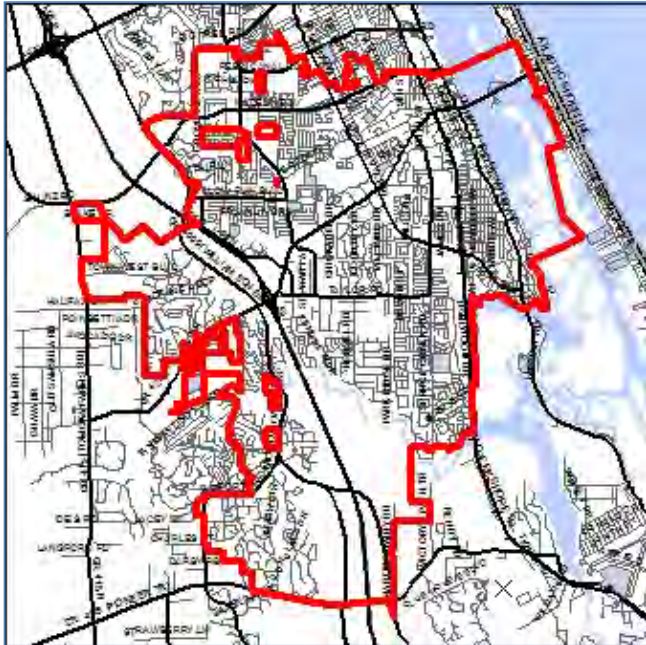
Phase	Fund		2012/13	2013/14	2014/15	2015/16	2016/17	Total
	Source							
CST	XU (SU)	1,650,000	0	0	0	0	0	1,650,000
CST	LF	183,333	0	0	0	0	0	183,333
Total		1,833,333	0	0	0	0	0	1,833,333

Project Description: Upgrade signal support system to mast arms at 8 locations along Orange Avenue between SR 5A (Nova Road) and South Beach Street. The total project cost is approximately \$1,833,333. The VTPO's support for traffic operations, intelligent transportation systems (ITS), and safety projects is expressed on pgs 1, 44, 49, 92, and 96 of the 2035 Long Range Transportation Plan.

ADD NEW PROJECT

Candidate-2012-# **Port Orange Energy Efficient LED Traffic Signals**

Non-SIS



Work Summary: Traffic Control Devices/Systems

From: City-wide

To:

Trans System: Non-System Specific

Jurisdiction: Port Orange

Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
CST	XU (SU)	90,000	0	0	0	0	90,000
CST	LF	10,000	0	0	0	0	10,000
Total		100,000	0	0	0	0	100,000

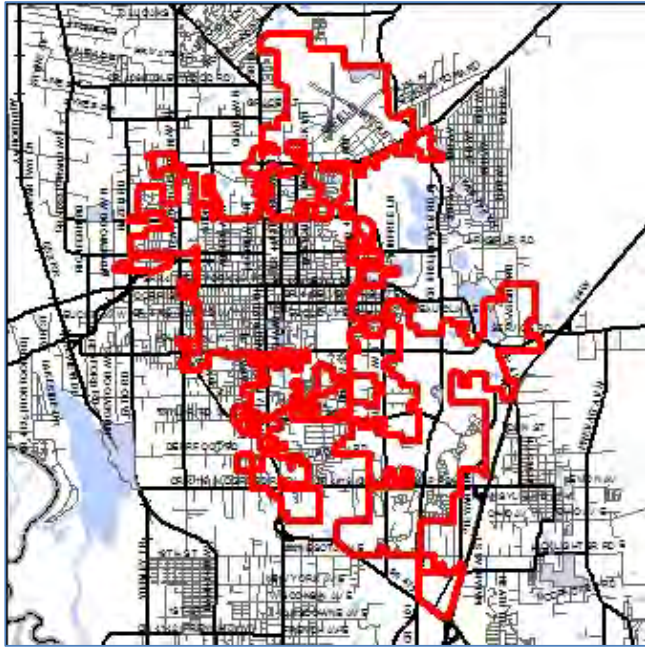
Project Description:

Upgrade traffic signals to energy efficient LEDs at 20 signalized intersections throughout the city. The total project cost is approximately \$100,000. The VTPO's support for traffic operations, intelligent transportation systems (ITS), and safety projects is expressed on pgs 1, 44, 49, 92, and 96 of the 2035 Long Range Transportation Plan.

ADD NEW PROJECT

Candidate-2012-# **DeLand Traffic Sign Replacement**

Non-SIS



Work Summary: Traffic Control Devices/Systems

From: City-wide

To:

Trans System: Non-System Specific

Jurisdiction: City of DeLand

Phase	Fund		2012/13	2013/14	2014/15	2015/16	2016/17	Total
	Source							
CST	XU (SU)		32,400	0	0	0	0	32,400
CST	LF		3,600	0	0	0	0	3,600
Total			36,000	0	0	0	0	36,000

Project Description:

Replace 600 traffic signs with MUTCD compliant signs. All signs to be replaced are under City of DeLand maintenance jurisdiction and are on federal-aid roads. The total project cost is approximately \$36,000. The VTPO's support for traffic operations, intelligent transportation systems (ITS), and safety projects is expressed on pgs 1, 44, 49, 92, and 96 of the 2035 Long Range Transportation Plan.

ADD NEW PROJECT SEGMENT

4154347

East Central Regional Rail Trail – Section 7

Non-SIS



Work Summary: Bike Path/Trail

From: ½ mile south of SR 442

To: Dale St

Trans System: Off State Hwy Sys/Off Fed Sys

Jurisdiction: Volusia County

Phase	Fund		2012/13	2013/14	2014/15	2015/16	2016/17	Total
	Source							
CST	TALU		456,940	0	0	0	0	456,940
CST	ACTU		235,000	0	0	0	0	235,000
CST	LF		1,658,060	0	0	0	0	1,658,060
Total			2,350,000	0	0	0	0	2,350,000

Project Description:

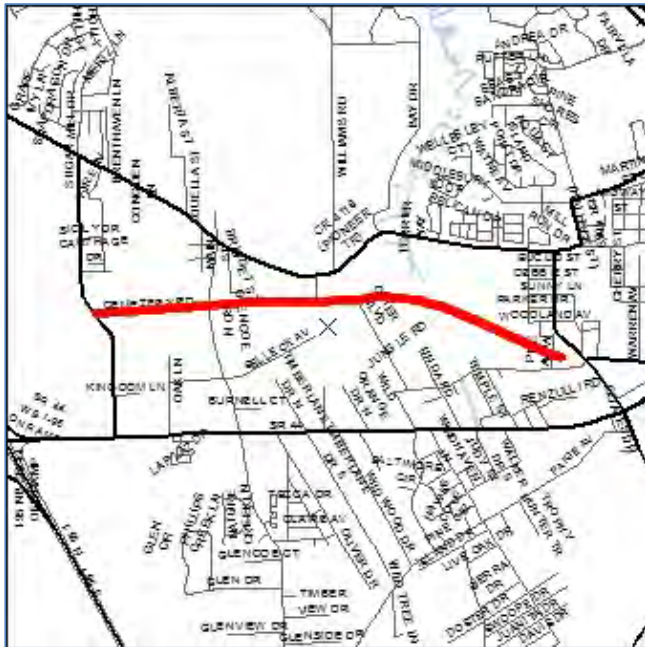
Construct Section 7 of a multi-use trail along abandoned rail line from the trailhead ½ mile south of SR 442.to Dale Street. The estimated total cost is \$2,350,000. Project length: 4.4 miles. (Reference Volusia TPO 2035 Long Range Transportation Plan, pgs 63-73.)

ADD FUNDS TO COMPLETE DESIGN

4300781

New Smyrna Beach Multi-Use Trail

Non-SIS



Work Summary: Bike Path/Trail

From: Sugarmill Dr

To: Pioneer Tr

Trans System: Off State Hwy Sys/Off Fed Sys

Jurisdiction: New Smyrna Beach

Phase	Fund		2012/13	2013/14	2014/15	2015/16	2016/17	Total
	Source							
CST	LF		281,853	0	0	0	0	281,853
CST	SA		5,000	0	0	0	0	5,000
CST	XU (SU)		817,944	0	0	0	0	817,944
PE	XU (SU)		15,000	0	0	0	0	15,000
Total			1,104,797	0	0	0	0	1,104,797
Total			1,119,797	0	0	0	0	1,119,797

Project Description:

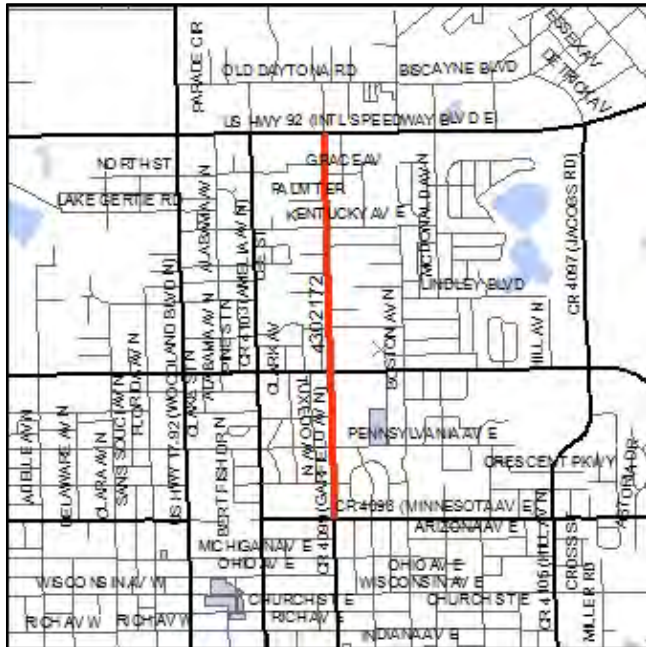
This is a twelve-foot wide multi-use trail extending from Sugarmill Drive to the Volusia County fire station located on Pioneer Trail. A bridge spanning Turnbull Creek is included. The estimated total project cost is ~~\$1,185,772~~ \$1,200,772 including \$80,975 incurred in prior years. Project length: 2.2 miles. (Reference Volusia TPO 2035 Long Range Transportation Plan, pgs 63-73.

MOVE FUNDING OUT

4302172

Alabama Av Multi-Use Trail – Minnesota to US 92

Non-SIS



Work Summary: Bike Path/Trail

From: Minnesota Av

To: SR 600 (US 92)

Trans System: Off State Hwy Sys/Off Fed Sys

Jurisdiction: Daytona Beach

Phase	Fund Source	2012/13	2013/14	2014/15	2015/16	2016/17	Total
CST	XU (SU)	675,000	0	0	0	0	675,000
CST	XU (SU)	0	695,925	0	0	0	695,925
CST	LF	75,000	0	0	0	0	75,000
CST	LF	0	77,325	0	0	0	77,325
Total		750,000	0	0	0	0	750,000
Total		0	773,250	0	0	0	773,250

Project Description: Construct a multi-use trail, with a preferred width of 12 ft., along Garfield Avenue from an existing trail on US 92 to Minnesota Avenue. A related project, FM# 4302171, addresses the construction of a trail segment from the existing trail on US 92, northward along Marsh Road, to the Sperling Sports Complex. Total project cost is ~~\$900,000~~ \$923,250 including \$150,000 design costs in FY 2011/2012. [Reference Volusia TPO 2035 Long Range Transportation Plan, pgs 63-73.](#)

ADD NEW PROJECT

4330391

Volusia County Schools Bicycle Safety Training

Non-SIS



Work Summary: Safety Project

From: County-wide

To:

Trans System: Non-System Specific

Jurisdiction: Volusia County Public School District

<u>Phase</u>	<u>Fund Source</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>Total</u>
OPS	SR2E	55,000	0	0	0	0	55,000
OPS	DIOH	2,420	0	0	0	0	2,420
Total		57,420	0	0	0	0	57,420

Project Description: The requested funds will provide for purchase of safety supplies, equipment, and training including cones, signs, reflective book bags, helmets, reflective wrist/arm bands, bike bells, head/tail lights, 50 bicycles, stipends for teachers, and two (2) utility cargo trailers. Funds will also be provided for cost of moving the cargo trailer between schools and maintenance. The safety program will support 14 middle schools and 45 elementary schools. Middle school and elementary school physical education teachers will be trained in the Florida Traffic and Bicycle Education program. Total project cost is \$57,420.

ADD NEW PROJECT

Candidate 2012-# **Gateway Promenade Project (Flagler Beach)**

Non-SIS



Work Summary: Bike/Ped

From: 9th Street South

To: 5th Street North

Trans System: Non-Intrastate
State Highway

Jurisdiction: City of Flagler Beach

<u>Phase</u>	<u>Fund Source</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>Total</u>
CST	XU (SU)	546,896	0	0	0	0	546,896
Total		546,896	0	0	0	0	546,896

Project Description: Construct pedestrian crossings and improved pedestrian connections on SR A1A between the Atlantic Ocean beach and existing city sidewalks west of SR A1A. The total project cost is \$546,896

**MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012**

III. ACTION ITEMS

B. REVIEW AND RECOMMEND APPROVAL OF PROPOSED REVISIONS TO THE PROJECT PRIORITY PROCESS INCLUDING THE APPLICATION AND SCORING CRITERIA FOR XU TRAFFIC OPERATIONS/ITS/SAFETY AND TRANSPORTATION ALTERNATIVES PROJECTS

Background Information:

The TIP Subcommittee reviewed the Project Priority Process including application forms and scoring criteria for XU Traffic Operations/ITS/Safety Projects and Transportation Alternatives Projects. Recommended changes are summarized below and shown in detail in the marked up application forms that follow this page.

XU Traffic Operations/ITS/Safety Projects:

1. capped at \$1,500,000 the amount of funds that may be awarded to any single project in an application cycle; capped at \$3,000,000 the total amount that may be awarded to any single project over multiple cycles; provided for waivers by the board;
2. added provision that local match shall be by project phase for each programmed phase; cash match is required for feasibility study; all other phases may use any non-federal cash match and/or in-kind services;
3. revised Safety Benefits criteria to favor projects that effectively address any of the eight Emphasis Areas identified in the Florida Highway Safety Plan; and
4. eliminated points benefit to projects that avoided railroad crossings.

Transportation Alternatives (TA) Projects:

1. replaced list of activities eligible for Transportation Enhancement (TE) funding with list of activities eligible for Transportation Alternatives (TA) funding [specifically excluding certain activities that would otherwise be eligible for TA funding];
2. reduced from \$1,000,000 to \$500,000 the amount of funding that may be awarded to any single project in an application cycle. Eliminated the \$3,000,000 cap on total award (multiple application cycles);
3. added a twenty percent (20%) local match;
4. added a scale setting the number of additional points that may be given for cash or in-kind match greater than 20%;
5. reordered the scoring criteria (Safety/Security first); and
6. increased maximum points awarded for Safety/Security criteria from 15 to 25 (reduced Livability/Sustainability and Enhancements criteria by 5 points, each).

ACTION REQUESTED:

MOTION TO RECOMMEND APPROVAL OF PROPOSED REVISIONS TO THE PROJECT PRIORITY PROCESS INCLUDING THE APPLICATION AND SCORING CRITERIA FOR XU TRAFFIC OPERATIONS/ITS/SAFETY AND TRANSPORTATION ALTERNATIVES PROJECTS



2012-2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

January ~~2012~~2013

General Instructions:

For the ~~2012-2013~~ Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Traffic Operations/ITS/Safety Project application form whether applying for a Feasibility Study or for Project Implementation.

If applying for a Feasibility Study, you will complete only the first part of the application.

No project will advance beyond a Feasibility Study unless the VTPO 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.

When applying for prioritization of the Project Implementation phase, you must complete the entire application. Information that was provided previously in an application for Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133¹, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Collector / Rural Major Collector, or higher) may be funded with Federal XU.

Only applications for Traffic Operations, Intelligent Transportation Systems (ITS) and Safety Projects will be considered. These projects are relatively low-cost enhancements to improve the operational safety and efficiency of the existing traffic circulation system. They are quick responses to implement low-cost improvements. They are typically narrow in scope and focus on improvements to traffic operations and modifications to traffic control devices. 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;

¹ 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.

8. realignment of a road;
9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;
10. traffic calming roadway designs or devices; and
11. street lighting to improve traffic safety.

Award Limits:

No more than \$1.5 million in XU funds will be awarded to any single project in any single application cycle, and no more than \$3 million in XU funds will be awarded toward the completion of any single project. Waivers/exceptions may be granted by the VTPO Board.

Local Match Requirement:

VTPO Resolution 2011-03 requires a local match of ten (10) percent of the total amount of XU funds programmed for each project. 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 ~~this purpose~~ 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 VTPO's policy that the applicant (project originator) shall be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system, 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 Version 9.39.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
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 call us to discuss other options.
8. 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.

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



2012-2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

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

[If not the same as Applicant, attach a letter of support for 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 applicant's responsibility will be.]

Is the Applicant LAP certified to administer the proposed project? Yes No

If the Applicant is not LAP certified, explain how you intend to comply with the Local Agency Program (LAP) requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

Project Eligibility for XU Funds (check the appropriate box):

- the proposed improvement is located on the Federal-aid system;
- 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.

The Applicant is requesting (check only one): **Feasibility Study** **Project Implementation**

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

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 worth-

while 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.

Commentary: _____

***** STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION. *****

Criteria #1 – Location (5 points max.)

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.

VTPO staff will review the application to determine the classification of the roads benefitting from the proposed project.

Project located on a ...		Points	
Non-Federal Functionally Classified Road	Select only one	<input type="checkbox"/>	0
Local Road (Federal Functional Classification)		<input type="checkbox"/>	0
Rural Minor Collector (Federal Functional Classification)		<input type="checkbox"/>	0
Urban Minor Collector Road (Federal Functional Classification)		<input type="checkbox"/>	2
Major Collector Road (Federal Functional Classification)		<input type="checkbox"/>	3
Minor Arterial Road (Federal Functional Classification)		<input type="checkbox"/>	4
Principal Arterial Road (Federal Functional Classification)		<input type="checkbox"/>	5
Subtotal			0 - 5

Commentary: _____

Criteria #2 – Project Readiness (15 points max.)

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. If this is an application for Project Implementation, you must attach a copy of the project scope and cost estimate.

Phasing Already Completed or Not Required ¹		Completed	Not Re-quired	Required But Not Completed (no points)	Unknown or TBD (no points)	Points
Feasibility Study/Conceptual Design/Cost Estimate	Check only one in each row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 -3
PE (Design)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 -3
Environmental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 -3
Right-of-Way Acquisition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 -3
Permitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 -3
Subtotal						0 - 15

¹ Since XU funding is Federal funding, 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.

Commentary: _____

Criteria #3 – Mobility and Operational Benefits (30 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. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

Mobility and Operational Benefits			Points
Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]	Select only one	< 0.75	<input type="checkbox"/> 0
		0.75 to 0.99	<input type="checkbox"/> 0 -3
		1.00 to 1.25	<input type="checkbox"/> 0 -4
		>1.25	<input type="checkbox"/> 0 -5
Mobility Enhancements (i.e., level of increased mobility that a project will provide)	Select all that apply	None	<input type="checkbox"/> 0
		Bike, Pedestrian, <u>ADA</u> or Transit	<input type="checkbox"/> 0 - 5
		Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming ²	<input type="checkbox"/> 0 - 10
Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant or widening justification ³ , access management or ITS improvements ⁴	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Hurricane evacuation or secondary evacuation route upgrade including, but not limited to, converting critical traffic signal to mast arm or other operational improvements. ⁵	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Subtotal			0 - 30

² Attach Traffic Signal Timing Study.

³ Attach Warrant Study to application; otherwise VTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

⁴ 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.

⁵ The term “other operational improvements” includes any improvement that will likely result in a significant: a) increase in vehicular 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.

Commentary: _____

Criteria #4 – Safety Benefits (20 points max.)

This criterion looks at the extent-degree of safety benefits that will be derived from a proposed project. The distinction between the categories of benefits will be coordinated with the Community Traffic Safety Teams (CTST). The number of points allocated will reflect 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 help to achieve those benefits. VTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

Safety Benefits ^[RK1] ⁶		Points
<u>On Florida DOT's High Crash List?</u>	Select all that apply	<input type="checkbox"/>
<u>Intersection Crash Rate ≥ 2 per million entering vehicles⁷</u>		<input type="checkbox"/>
<u>Corridor Crash Rate ≥ 2 per vehicle million miles⁷</u>		<input type="checkbox"/>
<u>Street lights needed (Nighttime to Daytime Crash Rate ≥ 2⁷)</u>		<input type="checkbox"/>
<u>Provides pedestrian safety features (e.g., RR crossing or intersection crossing)</u>		<input type="checkbox"/>
Subtotal		0–20

Safety Benefits ⁶		Points
<u>The specific project location is on FDOT's High Crash List or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles⁷, corridor crashes per million vehicle miles⁷, Community Traffic Safety Team report, etc.)</u>	Select all that apply	<input type="checkbox"/>
<u>The “problem” described on page 1 of this application is a safety issue that falls within one or more of the eight Emphasis Areas identified in the [forthcoming] 2012 Florida Strategic Highway Safety Plan (i.e., distracted driving, vulnerable road users, intersection crashes, lane departure crashes, aging road users and teen drivers, impaired driving, and traffic records) or does contribute to the ability of emergency response vehicles to effectively respond to an incident.</u>		<input type="checkbox"/>
<u>The proposed project represents a strategy that is professionally recognized as being effective in reducing the frequency and/or severity of traffic accidents.</u>		<input type="checkbox"/>
Subtotal		0–20

⁶ If an application scores very high in this criterion, the VTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

⁷ Applicant must use the following crash rate calculation formulas methodology provided by VTPO: 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).

Commentary: _____

Criteria #5 – Support of Comprehensive Planning Goals and Economic Development Vitality (10 points max.)

This criterion looks at the degree to which the proposed project will actually contribute to the satisfaction achievement of one or more of the local government’s adopted comprehensive plan goals or objectives, and the degree to which it supports economic development vitality. The applicant must identify specific goals and/or objectives from the relevant comprehensive plan and provide a rational explanation of how the proposed project

will advance those goals and or objectives. Points will not be awarded for being merely consistent with the comprehensive plan. Points should be awarded in proportion to how well the project will show direct, significant and continuing positive influence. Temporary effects related to project construction, such as the employment of construction workers, will not be considered.

Support of Comprehensive Planning Goals Compliance and Economic Development Vitality			Points
Directly contributes to the <u>satisfaction-achievement</u> of one or more goals/objectives in the adopted comprehensive plan	Select all that apply	<input type="checkbox"/>	0 - 5
Directly supports economic <u>development-vitality</u> (e.g., supports community development in major development areas, supports business functionality, and/or supports creation or retention of employment opportunities)		<input type="checkbox"/>	0 - 5
Subtotal			0 - 10

Commentary: _____

Criteria #6 – Infrastructure Impacts (20 points max.)

This criterion looks at impacts to adjoining public or private infrastructure, which may be in the way of the project. The less existing infrastructure is impacted the more points a project will score.

In the space provided below for commentary, describe the infrastructure impacts that will occur as a result of constructing the proposed project. When completing your application, please consider the drainage issues that may be involved (see notes below for a more detailed explanation).

Infrastructure Impacts			Points
Major Drainage Impact – relocating or installing new curb inlets or other extensive drainage work is required, or drainage impact has not yet been determined ⁸	Select only one	<input type="checkbox"/>	0
Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required		<input type="checkbox"/>	0 - 2
No Drainage Impact – no drainage work required		<input type="checkbox"/>	0 - 4
Relocation of private gas utility or fiber optic communication cable is not required ⁹	Select all that apply	<input type="checkbox"/>	0 - 3
Relocation of public/private water or sewer utility is not required ⁹		<input type="checkbox"/>	0 - 3 4
Relocation of telephone, power, cable TV utilities is not required ¹⁰		<input type="checkbox"/>	0 - 3
No specimen or historic trees ≥ 18” diameter will be removed or destroyed		<input type="checkbox"/>	0 - 3 4
No new railroad crossing or alteration of existing crossing is required		<input type="checkbox"/>	0 - 4
Subtotal			0 - 20

⁸ ADA pedestrian crossings at intersections may impact drainage significantly. Attached Traffic Study should address drainage impacts.

⁹ Typically, these are underground utilities that can only be determined by a complete set of plans. Attach plans showing no impacts; otherwise, assumption is in urban area utilities will be affected.

¹⁰ Typically, above ground utilities are not affected except for widening and turn lane projects.

Commentary: _____



2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Traffic Operations/ITS/Safety Project application form whether applying for a Feasibility Study or for Project Implementation.

If applying for a Feasibility Study, you will complete only the first part of the application.

No project will advance beyond a Feasibility Study unless the VTPO 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.

When applying for prioritization of the Project Implementation phase, you must complete the entire application. Information that was provided previously in an application for Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133¹, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Collector / Rural Major Collector, or higher) may be funded with Federal XU.

Only applications for Traffic Operations, Intelligent Transportation Systems (ITS) and Safety Projects will be considered. These projects are relatively low-cost enhancements to improve the operational safety and efficiency of the existing traffic circulation system. They are quick responses to implement low-cost improvements. They are typically narrow in scope and focus on improvements to traffic operations and modifications to traffic control devices. 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;

¹ 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.

General Instructions

XU Traffic Operations/ITS/Safety Project Application

Pg. 2 of 2

9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;
10. traffic calming roadway designs or devices; and
11. street lighting to improve traffic safety.

Award Limits:

No more than \$1.5 million in XU funds will be awarded to any single project in any single application cycle, and no more than \$3 million in XU funds will be awarded toward the completion of any single project. Waivers/exceptions may be granted by the VTPO Board.

Local Match Requirement:

VTPO Resolution 2011-03 requires a local match of ten (10) percent of the total amount of XU funds programmed for each project. 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 VTPO's policy that the applicant (project originator) shall be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system, 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 Version 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
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 call us to discuss other options.
8. 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.

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



2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

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

[If not the same as Applicant, attach a letter of support for 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 applicant's responsibility will be.]

Is the Applicant LAP certified to administer the proposed project? Yes No

If the Applicant is not LAP certified, explain how you intend to comply with the Local Agency Program (LAP) requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

Project Eligibility for XU Funds (check the appropriate box):

- the proposed improvement is located on the Federal-aid system;
- 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.

The Applicant is requesting (check only one): Feasibility Study Project Implementation

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

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 worth-

while 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.

Commentary: _____

***** STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION. *****

Criteria #1 – Location (5 points max.)

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.

VTPO staff will review the application to determine the classification of the roads benefitting from the proposed project.

Project located on a ...		Points
Non-Federal Functionally Classified Road	Select only one	<input type="checkbox"/> 0
Local Road (Federal Functional Classification)		<input type="checkbox"/> 0
Rural Minor Collector (Federal Functional Classification)		<input type="checkbox"/> 0
Urban Minor Collector Road (Federal Functional Classification)		<input type="checkbox"/> 2
Major Collector Road (Federal Functional Classification)		<input type="checkbox"/> 3
Minor Arterial Road (Federal Functional Classification)		<input type="checkbox"/> 4
Principal Arterial Road (Federal Functional Classification)		<input type="checkbox"/> 5
Subtotal		

Commentary: _____

Criteria #2 – Project Readiness (15 points max.)

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. If this is an application for Project Implementation, you must attach a copy of the project scope and cost estimate.

Phasing Already Completed or Not Required ¹		Completed	Not Re-quired	Required But Not Completed (no points)	Unknown or TBD (no points)	Points
Feasibility Study/Conceptual Design/Cost Estimate	Check only one in each row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
PE (Design)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Environmental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Right-of-Way Acquisition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Permitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Subtotal						0 - 15

¹ Since XU funding is Federal funding, 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.

Commentary: _____

Criteria #3 – Mobility and Operational Benefits (30 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. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

Mobility and Operational Benefits			Points
Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]	Select only one	< 0.75	<input type="checkbox"/> 0
		0.75 to 0.99	<input type="checkbox"/> 3
		1.00 to 1.25	<input type="checkbox"/> 4
		>1.25	<input type="checkbox"/> 5
Mobility Enhancements (i.e., level of increased mobility that a project will provide)	Select all that apply	None	<input type="checkbox"/> 0
		Bike, Pedestrian, ADA or Transit	<input type="checkbox"/> 0 - 5
		Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming ²	<input type="checkbox"/> 0 - 10
Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant or widening justification ³ , access management or ITS improvements ⁴	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Hurricane evacuation route upgrade including, but not limited to, converting traffic signal to mast arm or other operational improvements. ⁵	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Subtotal			0 - 30

² Attach Traffic Signal Timing Study.

³ Attach Warrant Study to application; otherwise VTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

⁴ 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.

⁵ 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.

Commentary: _____

Criteria #4 – Safety Benefits (20 points max.)

This criterion looks at the degree of safety benefits that will be derived from a proposed project. The distinction between the categories of benefits will be coordinated with the Community Traffic Safety Teams (CTST). The number of points allocated will reflect 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 help to achieve those benefits. VTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

Safety Benefits ⁶			Points
The specific project location is on FDOT’s High Crash List or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles ⁷ , corridor crashes per million vehicle miles ⁷ , Community Traffic Safety Team report, etc.)	Select all that apply	<input type="checkbox"/>	0 – 5
The “problem” described on page 1 of this application is a safety issue that falls within one or more of the eight Emphasis Areas identified in the [forthcoming] 2012 Florida Strategic Highway Safety Plan (i.e., distracted driving, vulnerable road users, intersection crashes, lane departure crashes, aging road users and teen drivers, impaired driving, and traffic records) or does contribute to the ability of emergency response vehicles to effectively respond to an incident.		<input type="checkbox"/>	0 – 5
The proposed project represents a strategy that is professionally recognized as being effective in reducing the frequency and/or severity of traffic accidents.		<input type="checkbox"/>	0 – 10
Subtotal			0 – 20

⁶ If an application scores very high in this criterion, the VTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

⁷ Applicant 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).

Commentary: _____

Criteria #5 – Support of Comprehensive Planning Goals and Economic Vitality (10 points max.)

This criterion looks at the degree to which the proposed project will actually contribute to the achievement of one or more of the local government’s adopted comprehensive plan goals or objectives, and the degree to which it supports economic vitality. The applicant must identify specific goals and/or objectives from the relevant comprehensive plan and provide a rational explanation of how the proposed project will advance those goals and or ob-

jectives. Points will not be awarded for being merely consistent with the comprehensive plan. Points should be awarded in proportion to how well the project will show direct, significant and continuing positive influence. Temporary effects related to project construction, such as the employment of construction workers, will not be considered.

Support of Comprehensive Planning Goals and Economic Vitality			Points
Directly contributes to the achievement of one or more goals/objectives in the adopted comprehensive plan	Select all that apply	<input type="checkbox"/>	0 - 5
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)		<input type="checkbox"/>	0 - 5
Subtotal			0 - 10

Commentary: _____

Criteria #6 – Infrastructure Impacts (20 points max.)

This criterion looks at impacts to adjoining public or private infrastructure, which may be in the way of the project. The less existing infrastructure is impacted the more points a project will score.

In the space provided below for commentary, describe the infrastructure impacts that will occur as a result of constructing the proposed project. When completing your application, please consider the drainage issues that may be involved (see notes below for a more detailed explanation).

Infrastructure Impacts			Points
Major Drainage Impact – relocating or installing new curb inlets or other extensive drainage work is required, or drainage impact has not yet been determined ⁸	Select only one	<input type="checkbox"/>	0
Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required		<input type="checkbox"/>	0 - 2
No Drainage Impact – no drainage work required		<input type="checkbox"/>	0 - 4
Relocation of private gas utility or fiber optic communication cable is not required ⁹	Select all that apply	<input type="checkbox"/>	0 - 3
Relocation of public/private water or sewer utility is not required ⁹		<input type="checkbox"/>	0 - 4
Relocation of telephone, power, cable TV utilities is not required ¹⁰		<input type="checkbox"/>	0 - 3
No specimen or historic trees ≥ 18” diameter will be removed or destroyed		<input type="checkbox"/>	0 - 4
Subtotal			0 - 20

⁸ ADA pedestrian crossings at intersections may impact drainage significantly. Attached Traffic Study should address drainage impacts.

⁹ Typically, these are underground utilities that can only be determined by a complete set of plans. Attach plans showing no impacts; otherwise, assumption is in urban area utilities will be affected.

¹⁰ Typically, above ground utilities are not affected except for widening and turn lane projects.

Commentary: _____

Volusia TPO
~~2012-2013~~ Application for Project Prioritization
**Transportation ~~Enhancement~~ Alternatives
Projects**

OVERVIEW:

This is not a grant program. Applicants should expect to pay for the work and be reimbursed from their award. Items eligible for reimbursement include, project planning and feasibility studies, environmental analysis or preliminary design, preliminary engineering, land acquisition, and construction costs.

Eligible Project Sponsors

Transportation Alternatives funds can only be obligated for projects submitted by “eligible entities” defined in 23 U.S.C. 213(c)(4)(B) as follows:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- 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.

The following are the only activities related to surface transportation that can be funded with **enhancement Transportation Alternatives funds**¹:

- ~~a) Provision of facilities for pedestrians and bicycles;~~
- ~~b) The provision of safety and educational activities for pedestrians and bicyclists;~~
- ~~c) Acquisition of scenic easements and scenic or historic sites;~~
- ~~d) Scenic or historic highway programs, (including the provision of tourist and welcome center facilities);~~
- ~~e) Landscaping and other scenic beautification;~~
- ~~f) Historic preservation;~~
- ~~g) Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);~~
- ~~h) Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails);~~
- ~~i) Control and removal of outdoor advertising;~~
- ~~j) Archaeological planning and research;~~

¹ ~~Only these activities are~~ it is the Volusia TPO’s intent to extend eligibility to all of the activities included within the meaning of the term “~~transportation enhancement activity~~ Transportation Alternatives” pursuant to 23 U.S.C. 101(a)(~~3529~~) 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.

~~k) Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and~~

~~l) Establishment of Transportation museums.~~

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 1103):

a) 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 and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

b) 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.

c) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.

2. The recreational trails program under section 206 of title 23.

3. The safe routes to school program under section 1404 of the SAFETEA-LU.

a) Infrastructure-related projects. Planning, design and construction 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 in the vicinity of schools.

b) Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.

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.

FDOT WEB site reference: <http://www.dot.state.fl.us/projectmanagementoffice/lap>

No more than ~~\$1 million~~ ~~\$500,000~~ in Transportation ~~Enhancement Alternatives (TETAP)~~ funds will be awarded to any single project in any single application cycle, ~~and no more than \$3 million dollars in enhancement funds will be awarded toward the completion of any single project.~~ **Waivers/exceptions may be granted by the VTPO Board.**

A twenty percent (20%) local match is required for funding of TAP projects. Projects whose sponsors are willing and able to provide a local match greater than 20% will be awarded additional points.

All projects must be consistent with local comprehensive plans, including future land use and transportation elements, required under ~~Section 9J-5 of the Florida Administrative Code~~ Chapter 163, Florida Statutes. ~~Enhancement-Transportation Alternatives~~ dollars are to be allocated with the caveat that all projects meet Americans with Disabilities Act (ADA) standards.

GENERAL REQUIREMENTS

1. Each application shall include the following information:

- a) A project map that clearly identifies the location & termini of the project and proximity of the project to Community Assets (as described in the criteria). Each map should be no larger than 11"x17". In addition, all maps must include a scale (in subdivisions of a mile), north arrow, title and legend.
- b) Right-of-way (ROW) information as available. (*i.e.*, *deeds, easements, donations, recordable documents*).
- c) Project cost estimates. (*i.e.*, *FDOT's Long Range Estimates (LRE)*).
- d) Documentation of commitment to provide required matching funds ~~(if applicable)~~.
- e) Each applicant must provide a statement ensuring that the project is consistent with local comprehensive plans, including future land use and transportation elements, required under Section 9J-5 of the Florida Administrative Code Chapter 163, Florida Statutes.

~~f) A completed FDOT Transportation Enhancement Project Funding Application.~~

2. Applications shall be submitted electronically as prescribed below:

- a) The application and all supporting documentation shall be included in one Portable Document Format (PDF) file, compatible with MS Windows and Adobe Acrobat Version 9.39.5 or earlier.
- b) The file may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
- c) All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
- d) Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
- e) 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 a minimum 300 dpi to balance legibility and file size.
- f) If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.

3. Incomplete applications will not be accepted. Applications will be ranked based on the information supplied in the application.

4. All applications must be received by the VTPO by ~~5:00 PM on Friday, April 13, 2012~~ the application deadline [to be determined]. Applicant's are strongly advised to request verification that your applications have been received.

Initial Project Screening

1. Any project submitted by a local government for consideration needs to meet the following screening criteria:
 - a) Project must demonstrate a clear and definitive link to transportation.
 - b) Projects submitted with individual components or phase must be physically or functionally related. For example multiple sidewalk segments, non-contiguous segments must reasonably serve a common purpose.
 - c) The applicant must have authorization from responsible jurisdiction to submit for project funding. (For example, a city that submits a project ~~for landscaping~~ on a State road must have authorization from the

State). For multi-jurisdictional portions each respective agency must co-sponsor the project or provide a formal letter of agreement.

- d) All work must be done by pre-certified vendors and contractors of FDOT or the LAP sponsor. Projects or project phases completed by these firms are also required to meet federal guidelines. Provide documentation on how sponsor will address this criterion.
- e) ~~Except for bicycle transportation projects and pedestrian walkways, TE projects may not be undertaken on roads functionally classified as local or rural minor collectors, unless such roads are on the adopted Federal Aid highway system or permission is secured from the United States Secretary of Transportation. However, TE Transportation Alternatives~~ projects are allowed on any other classification of roadway or on locations not on the roadway system provided that such land is publicly owned, or over which public access has been granted through an easement or other conveyance extending over the foreseeable useful life of the completed project.
- f) Is this Shared-Use Path project at least 12 feet wide?
If yes, the project is eligible.
If no, justification is required to determine eligibility.
- g) Is this Sidewalk project at least 5 feet wide?
If yes, the project is eligible.
If no, the project application is not acceptable.

DRAFT

Transportation ~~Enhancement~~ Alternatives Projects

Scoring Criteria Summary

Priority Criteria	Maximum Points
(1) <u>Safety/Security</u>	25 <u>25</u>
(1)(2) Contribution to "Livability" and Sustainability in the Community	25 <u>20</u>
(2)(3) Enhancements to the Transportation System	25 <u>20</u>
(3)(4) Demand/Accessibility	15
(4) <u>Safety/Security</u>	15 <u>15</u>
(5) Project Readiness	10
(6) <u>Local</u> Matching Funds <u>> 20%</u> Provided	10
Total	100

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located (if different from Applicant): _____

[Attach letter from responsible entity expressing support for proposed project. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applicant's responsibility will be.]

Is the Applicant certified to administer the proposed project through LAP? Yes No

If Applicant is not LAP certified to administer the proposed project, name a qualified Project Administrator who will manage the proposed project: _____

[Attach letter from Project Administrator agreeing to serve in that capacity.]

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

Project Purpose and Need: _____

(1) Safety/Security (Maximum 25 Points)

In the space provided below, describe how and to what extent the proposed facility would enhance safety conditions for motorized travelers, non-motorized travelers, or the community. Provide documentation that illustrates how it does.

Safety/Security (Maximum 25 Points)

- How does the project address a hazardous, unsafe or security condition/issue?
- How does the project remove or reduce potential conflicts (bicyclist/automobile and pedestrian/automobile)?
- Does the project eliminate or abate a hazardous, unsafe, or security condition in a school walk zone as documented in a school safety study or other relevant study?

Criterion (4) Describe how this project promotes Safety and/or Security:**(1)(2) Contribution to "Livability" and Sustainability in the Community (maximum 25-20 points)**

Describe 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 in relation to a one-half mile buffer around the project.

Contribution to "Livability" and Sustainability in the Community (Maximum 25-20 Points)

- Project includes traffic calming measures.
- Project is located in a "gateway" or entrance corridor as identified in a local government applicant's master plan, or other approved planning document.
- 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 achieves a significant reduction of non-renewable energy usage.
- 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 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 "walkability" and "bikeability". The following are key indicators of walkability and bikeability:
 - Are there safe walking spaces? (smooth, unobstructed, separated from traffic, crossings with appropriate signs and signals)
 - Are there places to bicycle safely? (on the road, sharing the road with motor vehicles or an off road path or trail)
 - Can pedestrians and bicyclists see and detect traffic (oncoming vehicles) day and night?
 - Are the surfaces adequate for walking or bike riding? (free of cracked or broken concrete/pavement, slippery when wet, debris)
 - Is there enough time to cross streets and intersections?
 - Is there access to well designed sidewalks and crossings?
 - Are there signs and markings designating routes? (including crosswalk markings, way finding and detour signs)
 - Are there continuous facilities? (sidewalks and trails free from gaps, obstructions and abrupt changes in direction or width)

- Is driver behavior conducive to safe walking or biking? (yielding to pedestrians in crosswalks, maintaining at least 3' passing distance from bicyclists)

Criterion (1) Describe how this project contributes to the “Liveability” and Sustainability of the Community:

(2)(3) Enhancements to the Transportation System (maximum 25-20 points)

This criterion 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.

Enhancements to the Transportation System (Maximum 25-20 Points)

- Is the project included in an adopted plan?
- Does local government have Land Development Code requirements to construct sidewalks?
- Does the project relate to surface transportation? Some factors that can help establish this relationship include:
 - Is the project near a highway or a pedestrian/bicycle corridor?
 - Does the project enhance the aesthetic, cultural, or historic aspects of the travel experience?
 - Does it serve a current or past transportation purpose?
- 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 it conform to TOD ~~principals~~principles?
- Is the project an extension or phased part of a larger ~~beautification/~~redevelopment effort in corridor/area?

Criterion (2) Describe how this project enhances the Transportation System: _____

(3)(4) Demand/Accessibility (Maximum 15 points)

Describe indications of existing demand (e.g., photographs of worn pathways that demonstrate ground wear from use) and the degree to which the project will satisfy that demand. Describe expressions of community support and include supporting documentation (e.g., letters of support or petitions from community groups, homeowners associations, school administrators, etc.) Describe how the project improves accessibility to activity centers, town centers, office parks, post office, city hall/government buildings, shopping centers, employment centers, trail facilities, recreational and cultural facilities, schools and other points of concentrated activity.

Demand/Accessibility (Maximum 15 Points)

- Is there a documented obvious indication of demand?
- Is documentation of public support for the project provided?
- Does the project enhance mobility or community development for disadvantaged groups, including children, the elderly, the poor, those with limited transportation options and the disabled? Documentation that will help determine a score include school access routes, proximity to public housing or public facilities that can currently only be accessed by roadways.

Criterion (3) Describe how this project satisfies Demand and improves Accessibility: _____

(4) Safety/Security (Maximum 15 Points)

~~In the space provided below, describe how and to what extent the proposed facility would enhance safety conditions for motorized travelers, non-motorized travelers, or the community. Provide documentation that illustrates how it does.~~

Safety/Security (Maximum 15 Points)

- ~~• How does the project address a hazardous, unsafe or security condition/issue?~~
- ~~• How does the project remove or reduce potential conflicts (bicyclist/automobile and pedestrian/automobile)?~~

~~Criterion (4) Describe how this project promotes Safety and/or Security: _____~~

(5) Project "Readiness" (Maximum 10 Points)

Describe.

Project Readiness (Maximum 10 Points)

- Is there an agreement and strategy for maintenance once the project is completed, identifying the responsible party?
- Project has been completed through design. Only construction dollars are being sought.
- Is right-of-way readily available and documented for the project?

Criterion (5) Description (if needed): _____

(6) Matching Funds (Maximum 10 Points)

~~Local matching funds equal to twenty percent (20%) of the total project cost are required. Matching funds are not required, but a greater match will be viewed as an expression of the Applicant's dedication and commitment to the project. Therefore, points may be awarded in proportion to the size of the amount of match over the required 20%. Applicants and/or project sponsors should demonstrate the availability of the match for project. In lieu of a cash match, Applicant/project sponsor match may include other valuable services such as planning, engineering, design, construction or environmental activities approved by the U.S. Department of Transportation and right-of-way donations by private parties. Applicants must demonstrate the feasibility of such in-kind arrangements in their applications. Applicants must specify the amount, origin and availability of matching funds.~~

Check the appropriate box and describe.

Local Matching Funds > 20% Provided (Maximum 10 Points)

Check all that apply:

Will the applicant be providing matching funds for the project?	<input type="checkbox"/>	
Is there an agreement and strategy for such funds by the responsible party for which dollars are being sought?	<input type="checkbox"/>	

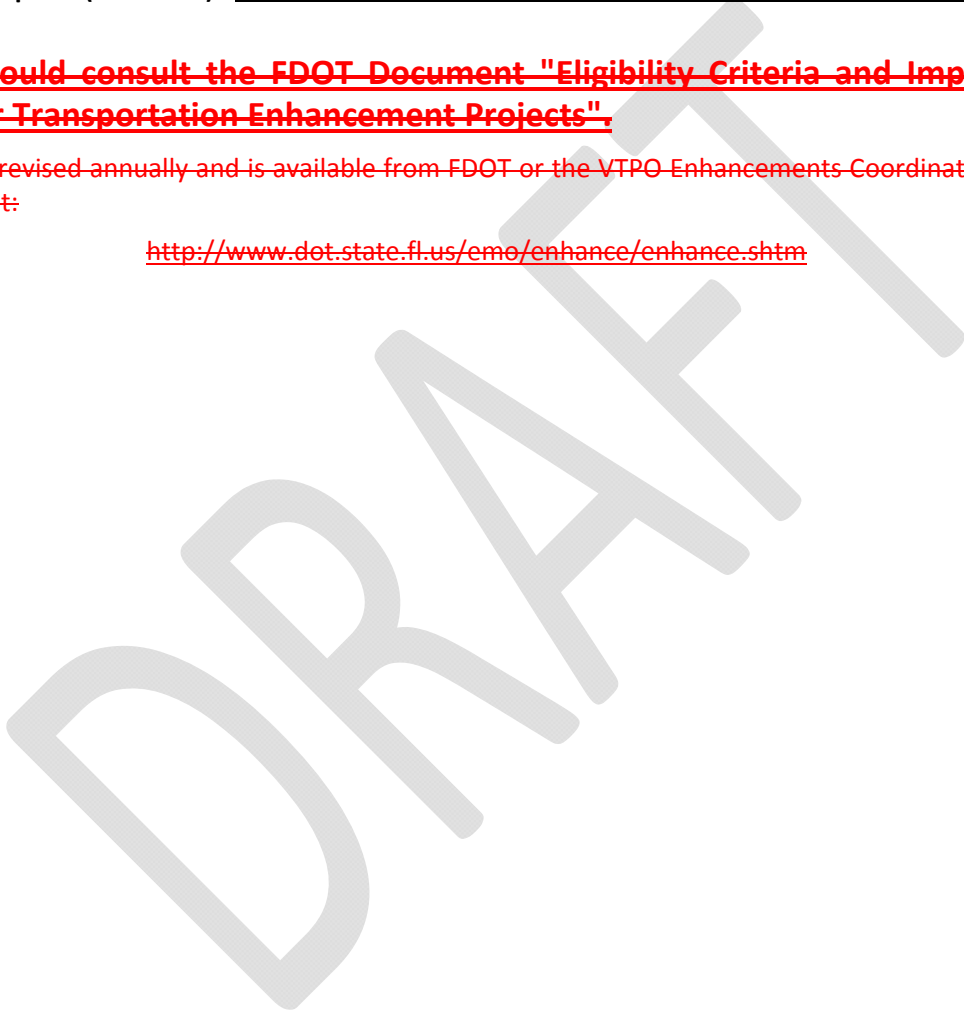
<u>Is the Applicant committing to a local match greater than 20% of the estimated project cost?</u>	<u>Check One</u>	<u>Max. Points</u>
<u>20.0% < local match < 22.5%</u>	<input type="checkbox"/>	<u>1</u>
<u>22.5% ≤ local match < 25.0%</u>	<input type="checkbox"/>	<u>2</u>
<u>25.0% ≤ local match < 27.5%</u>	<input type="checkbox"/>	<u>3</u>
<u>27.5% ≤ local match < 30.0%</u>	<input type="checkbox"/>	<u>4</u>
<u>30.0% ≤ local match < 32.5%</u>	<input type="checkbox"/>	<u>5</u>
<u>32.5% ≤ local match < 35.0%</u>	<input type="checkbox"/>	<u>6</u>
<u>35.0% ≤ local match < 37.5%</u>	<input type="checkbox"/>	<u>7</u>
<u>37.5% ≤ local match < 40.0%</u>	<input type="checkbox"/>	<u>8</u>
<u>40.0% ≤ local match < 42.5%</u>	<input type="checkbox"/>	<u>9</u>
<u>42.5% ≤ local match</u>	<input type="checkbox"/>	<u>10</u>

Criterion (6) Description (if needed): _____

Applicants should consult the FDOT Document "Eligibility Criteria and Implementation Guidelines for Transportation Enhancement Projects".

This document is revised annually and is available from FDOT or the VTPO Enhancements Coordinator. It can also be accessed on line at:

<http://www.dot.state.fl.us/emo/enhance/enhance.shtm>



Volusia TPO
2013 Application for Project Prioritization
Transportation Alternatives Projects

OVERVIEW:

This is not a grant program. Applicants should expect to pay for the work and be reimbursed from their award. Items eligible for reimbursement include, project planning and feasibility studies, environmental analysis or preliminary design, preliminary engineering, land acquisition, and construction costs.

Eligible Project Sponsors

Transportation Alternatives funds can only be obligated for projects submitted by “eligible entities” defined in 23 U.S.C. 213(c)(4)(B) as follows:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- 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.

The following are the only activities related to surface transportation that can be funded with **Transportation Alternatives funds**¹:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 1103):
 - a) 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 and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - b) 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.
 - c) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
2. The recreational trails program under section 206 of title 23.
3. The safe routes to school program under section 1404 of the SAFETEA-LU.

¹ It is the Volusia 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.

- a) Infrastructure-related projects. Planning, design and construction 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 in the vicinity of schools.
- b) Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.

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.

FDOT WEB site reference: <http://www.dot.state.fl.us/projectmanagementoffice/lap>

No more than \$500,000 in Transportation Alternatives (TAP) funds will be awarded to any single project in any single application cycle . *Waivers/exceptions may be granted by the VTPO Board.*

A twenty percent (20%) local match is required for funding of TAP projects. Projects whose sponsors are willing and able to provide a local match greater than 20% will be awarded additional points.

All projects must be consistent with local comprehensive plans, including future land use and transportation elements, required under Chapter 163, Florida Statutes. Transportation Alternatives dollars are to be allocated with the caveat that all projects meet Americans with Disabilities Act (ADA) standards.

GENERAL REQUIREMENTS

1. Each application shall include the following information:

- a) A project map that clearly identifies the location & termini of the project and proximity of the project to Community Assets (as described in the criteria). Each map should be no larger than 11"x17". In addition, all maps must include a scale (in subdivisions of a mile), north arrow, title and legend.
- b) Right-of-way (ROW) information as available. (*i.e., deeds, easements, donations, recordable documents*).
- c) Project cost estimates. (*i.e., FDOT's Long Range Estimates (LRE)*).
- d) Documentation of commitment to provide required matching funds.
- e) Each applicant must provide a statement ensuring that the project is consistent with local comprehensive plans, including future land use and transportation elements, required under Chapter 163, Florida Statutes.

2. Applications shall be submitted electronically as prescribed below:

- a) The application and all supporting documentation shall be included in one Portable Document Format (PDF) file, compatible with MS Windows and Adobe Acrobat Version 9.5 or earlier.
- b) The file may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
- c) All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
- d) Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
- e) 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 a minimum 300 dpi to balance legibility and file size.
- f) If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.

3. Incomplete applications will not be accepted. Applications will be ranked based on the information supplied in the application.

4. All applications must be received by the VTPO by the application deadline [to be determined]. Applicant's are strongly advised to request verification that your applications have been received.

Initial Project Screening

1. Any project submitted by a local government for consideration needs to meet the following screening criteria:
 - a) Project must demonstrate a clear and definitive link to transportation.
 - b) Projects submitted with individual components or phase must be physically or functionally related. For example multiple sidewalk segments, non-contiguous segments must reasonably serve a common purpose.
 - c) The applicant must have authorization from responsible jurisdiction to submit for project funding. (For example, a city that submits a project on a State road must have authorization from the State). For multi-jurisdictional portions each respective agency must co-sponsor the project or provide a formal letter of agreement.

- d) All work must be done by pre-certified vendors and contractors of FDOT or the LAP sponsor. Projects or project phases completed by these firms are also required to meet federal guidelines. Provide documentation on how sponsor will address this criterion.
- e) Transportation Alternatives projects are allowed on any classification of roadway or on locations not on the roadway system provided that such land is publicly owned, or over which public access has been granted through an easement or other conveyance extending over the foreseeable useful life of the completed project.
- f) Is this Shared-Use Path project at least 12 feet wide?
If yes, the project is eligible.
If no, justification is required to determine eligibility.
- g) Is this Sidewalk project at least 5 feet wide?
If yes, the project is eligible.
If no, the project application is not acceptable.

DRAFT

Volusia TPO
2013 Application for Project Prioritization
Transportation Alternatives Projects

Scoring Criteria Summary

Priority Criteria	Maximum Points
(1) Safety/Security	25
(2) Contribution to "Livability" and Sustainability in the Community	20
(3) Enhancements to the Transportation System	20
(4) Demand/Accessibility	15
(5) Project Readiness	10
(6) Local Matching Funds > 20% Provided	10
Total	100

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ **Job Title:** _____

Address: _____

Phone: _____ **FAX:** _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located (if different from Applicant): _____

[Attach letter from responsible entity expressing support for proposed project. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applicant's responsibility will be.]

Is the Applicant certified to administer the proposed project through LAP? Yes No

If Applicant is not LAP certified to administer the proposed project, name a qualified Project Administrator who will manage the proposed project: _____

[Attach letter from Project Administrator agreeing to serve in that capacity.]

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

Project Purpose and Need: _____

(1) Safety/Security (Maximum 25 Points)

In the space provided below, describe how and to what extent the proposed facility would enhance safety conditions for motorized travelers, non-motorized travelers, or the community. Provide documentation that illustrates how it does.

Safety/Security (Maximum 25 Points)

- How does the project address a hazardous, unsafe or security condition/issue?
- How does the project remove or reduce potential conflicts (bicyclist/automobile and pedestrian/automobile)?
- Does the project eliminate or abate a hazardous, unsafe, or security condition in a school walk zone as documented in a school safety study or other relevant study?

Criterion (4) Describe how this project promotes Safety and/or Security: _____

(2) Contribution to “Livability” and Sustainability in the Community (maximum 20 points)

Describe 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 in relation to a one-half mile buffer around the project.

Contribution to “Livability” and Sustainability in the Community (Maximum 20 Points)

- Project includes traffic calming measures.
- Project is located in a “gateway” or entrance corridor as identified in a local government applicant’s master plan, or other approved planning document.
- 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 achieves a significant reduction of non-renewable energy usage.
- 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 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 “walkability” and “bikeability”. The following are key indicators of walkability and bikeability:
 - Are there safe walking spaces? (smooth, unobstructed, separated from traffic, crossings with appropriate signs and signals)
 - Are there places to bicycle safely? (on the road, sharing the road with motor vehicles or an off road path or trail)
 - Can pedestrians and bicyclists see and detect traffic (oncoming vehicles) day and night?
 - Are the surfaces adequate for walking or bike riding? (free of cracked or broken concrete/pavement, slippery when wet, debris)
 - Is there enough time to cross streets and intersections?
 - Is there access to well designed sidewalks and crossings?
 - Are there signs and markings designating routes? (including crosswalk markings, way finding and detour signs)
 - Are there continuous facilities? (sidewalks and trails free from gaps, obstructions and abrupt changes in direction or width)

- Is driver behavior conducive to safe walking or biking? (yielding to pedestrians in crosswalks, maintaining at least 3' passing distance from bicyclists)

Criterion (1) Describe how this project contributes to the “Liveability” and Sustainability of the Community:

(3) Enhancements to the Transportation System (maximum 20 points)

This criterion 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.

Enhancements to the Transportation System (Maximum 20 Points)

- Is the project included in an adopted plan?
- Does local government have Land Development Code requirements to construct sidewalks?
- Does the project relate to surface transportation? Some factors that can help establish this relationship include:
 - Is the project near a highway or a pedestrian/bicycle corridor?
 - Does the project enhance the aesthetic, cultural, or historic aspects of the travel experience?
 - Does it serve a current or past transportation purpose?
- 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 it conform to TOD principles?
- Is the project an extension or phased part of a larger redevelopment effort in corridor/area?

Criterion (2) Describe how this project enhances the Transportation System: _____

(4) Demand/Accessibility (Maximum 15 points)

Describe indications of existing demand (e.g., photographs of worn pathways that demonstrate ground wear from use) and the degree to which the project will satisfy that demand. Describe expressions of community support and include supporting documentation (e.g., letters of support or petitions from community groups, homeowners associations, school administrators, etc.) Describe how the project improves accessibility to activity centers, town centers, office parks, post office, city hall/government buildings, shopping centers, employment centers, trail facilities, recreational and cultural facilities, schools and other points of concentrated activity.

Demand/Accessibility (Maximum 15 Points)

- Is there a documented obvious indication of demand?
- Is documentation of public support for the project provided?
- Does the project enhance mobility or community development for disadvantaged groups, including children, the elderly, the poor, those with limited transportation options and the disabled? Documentation that will help determine a score include school access routes, proximity to public housing or public facilities that can currently only be accessed by roadways.

Criterion (3) Describe how this project satisfies Demand and improves Accessibility: _____

(5) Project "Readiness" (Maximum 10 Points)

Describe.

Project Readiness (Maximum 10 Points)

- Is there an agreement and strategy for maintenance once the project is completed, identifying the responsible party?
- Project has been completed through design. Only construction dollars are being sought.
- Is right-of-way readily available and documented for the project?

Criterion (5) Description (if needed): _____

(6) Matching Funds (Maximum 10 Points)

Local matching funds equal to twenty percent (20%) of the total project cost are required. A greater match will be viewed as an expression of the Applicant's dedication and commitment to the project. Therefore, points may be awarded in proportion to the amount of match over the required 20%. Applicants and/or project sponsors should demonstrate the availability of the match for project. In lieu of a cash match, Applicant/project sponsor match may include other valuable services such as planning, engineering, design, construction or environmental activities approved by the U.S. Department of Transportation and right-of-way donations by private parties. Applicants must demonstrate the feasibility of such in-kind arrangements in their applications. Applicants must specify the amount, origin and availability of matching funds.

Check the appropriate box and describe.

Local Matching Funds > 20% Provided (Maximum 10 Points)

Check all that apply:

	Check One	Max. Points
Is the Applicant committing to a local match greater than 20% of the estimated project cost?		
20.0% < local match < 22.5%	<input type="checkbox"/>	1
22.5% ≤ local match < 25.0%	<input type="checkbox"/>	2
25.0% ≤ local match < 27.5%	<input type="checkbox"/>	3
27.5% ≤ local match < 30.0%	<input type="checkbox"/>	4
30.0% ≤ local match < 32.5%	<input type="checkbox"/>	5
32.5% ≤ local match < 35.0%	<input type="checkbox"/>	6
35.0% ≤ local match < 37.5%	<input type="checkbox"/>	7
37.5% ≤ local match < 40.0%	<input type="checkbox"/>	8
40.0% ≤ local match < 42.5%	<input type="checkbox"/>	9
42.5% ≤ local match	<input type="checkbox"/>	10

Criterion (6) Description (if needed): _____

**MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012**

III. ACTION ITEMS

C. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2012-XX SUPPORTING THE CONTINUATION OF FDOT ADMINISTRATION OF THE SECTION 5310 PROGRAM ON BEHALF OF VOTRAN

Background Information:

“Transportation for Elderly Persons and Persons with Disabilities” (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient or inappropriate to meet these needs. Funds are apportioned based on each state’s share of population for these groups of people.

In previous transportation legislation (SAFETEA-LU), Section 5310 funds were administered through the Florida Department of Transportation (FDOT) District Five office. However, Moving Ahead for Progress in the 21st Century (MAP-21) identified these funds to be distributed directly to the designated recipients; in this case, Votran.

Votran is requesting that the previous practice of distributing funds at the District level continue to minimize duplication of activities and reduce administrative costs for the program.

ACTION REQUESTED:

MOTION TO RECOMMEND APPROVAL OF RESOLUTION 2012-XX SUPPORTING THE CONTINUATION OF FDOT ADMINISTRATION OF THE SECTION 5310 PROGRAM ON BEHALF OF VOTRAN

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2012-##

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO) REGARDING
THE DESIGNATED RECIPIENT OF FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA-BASED
FUNDS (SECTION 5310) FOR THE VOLUSIA COUNTY URBANIZED AREA

WHEREAS, federal law and state law requires that an urban area have a continuing, cooperative, and comprehensive transportation planning and programming process in place as a condition to receive federal and state transportation funding; and

WHEREAS, the Volusia Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

WHEREAS, the Volusia Transportation Planning Organization recognizes that the Florida Department of Transportation District Five has long served as the designated recipient of Federal Transit Administration (FTA) formula-based funds for Transportation for the Elderly Persons and Persons with Disabilities (Section 5310 funds); and

WHEREAS, Moving Ahead for Progress in the 21st Century Legislation (MAP-21) designated the County of Volusia, d/b/a Votran as the direct, designated recipient for Section 5310 in the urban area; and

WHEREAS, the Volusia Transportation Planning Organization recognizes that there are efficiencies to be achieved by consolidating these activities in the District; and

WHEREAS, the Florida Department of Transportation District Five has indicated a willingness to continue serving as the direct, designated recipient for FTA Section 5310 formula-based funds;

NOW, THEREFORE, BE IT RESOLVED by the Volusia TPO that the:

1. Volusia TPO requests that the Governor submit a letter to FTA expressing concurrence for the selection of the Florida Department of Transportation as the direct, designated recipient for FTA Section 5310 formula-based funds for the Volusia County Urbanized Area; and
2. the Chairman of the TPO (or his designee) is hereby authorized and directed to transmit this resolution to the:
 - a. Governor, State of Florida;
 - b. Secretary of Transportation, State of Florida;
 - c. Secretary of FDOT District Five;

- d. Federal Transit Administration, Region 4 (through the Florida Department of Transportation)
- e. East Central Florida Regional Planning Council;
- f. Members of the Central Florida MPO Alliance;
- g. Volusia County d/b/a Votran; and
- h. Federal Transit Administration, Region 4.

DONE AND RESOLVED at the regular meeting of the Volusia TPO held on the 27th day of November 2012.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

**CITY OF DAYTONA BEACH, COMMISSIONER ROBERT GILLILAND
CHAIRMAN, VOLUSIA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on November 27, 2012.

ATTEST:

**PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

A. PRESENTATION ON THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP)

Background Information:

As a requirement for receiving state and federal transportation dollars, the Volusia TPO is responsible for developing and maintaining the area's Long Range Transportation Plan (LRTP). The LRTP is the guiding document that identifies the transportation projects that may be pursued in the TPO area over the next 25 years and outlines the transportation mobility vision for the TPO planning area.

The Volusia TPO staff has developed a draft scope of services for the 2040 Long Range Transportation Plan for review and comment. The scope of services is anticipated to be finalized by the end of the calendar year so that development of the transportation plan can begin in the spring of 2013. At this meeting, TPO staff will provide an overview of the work, discuss the project approach and field questions from committee members. Specific input will be accepted through December 2012.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

**MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

B. PRESENTATION ON THE CENTER FOR URBAN TRANSPORTATION RESEARCH (CUTR) FLORIDA MPO ADVISORY COUNCIL (MPOAC) TRANSPORTATION REVENUE STUDY

Background Information:

Planners and providers of transportation infrastructure and services have generally seen an erosion of revenue and “buying power” over the last decade. Stagnant or declining traditional funding sources, increases in construction and fuel costs and the current recession are all among the factors placing increasing pressure on transportation providers. These dynamics, when coupled with the lack of political willingness to adjust traditional fuel taxes and fees, are causing dramatic reductions in capital investments and, in some metropolitan areas, rollbacks in public transportation services.

Florida’s Metropolitan Planning Organization Advisory Council (MPOAC) has been concerned with this issue and has, over the last several years, encouraged a legislatively-sponsored effort to analyze the issue with an aim towards recommendations for a path forward for adequate transportation funding in the state. The MPOAC requested that the Center for Urban Transportation Research (CUTR) at the University of South Florida provide an analysis and staff assistance to help to develop a series of revenue options. The report documents an effort led by Florida’s Metropolitan Planning Organizations (MPOs) to assess transportation funding in Florida and to develop a series of legislative recommendations.

Volusia TPO staff will provide an overview of the Revenue Study and the six initiatives identified to address Florida’s transportation funding situation. These recommendations have been adopted by the MPOAC staff directors and Governing Board.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

C. REVIEW OF PROPOSED CHANGES TO THE VOLUSIA TPO PURCHASING MANUAL

Background Information:

The changes that are being recommended to the Volusia TPO's Purchasing Manual include the addition of a checklist (as required by FDOT) that must be utilized for all Local Agency Programs (LAP). This checklist is included as "Appendix A" and referenced under the section entitled "Procurement Procedures for State or Federally Funded Grant Programs." The following verbiage was added:

As evidence of compliance with applicable requirements, the VTPO will complete the State of Florida Department of Transportation Form #525-010-48, Local Agency Program (LAP) Critical Requirements Checklist for Professional Services Certification, (as included in Appendix A of the VTPO Purchasing Manual) in all requests for Professional Services for Local Agency Programs (LAP).

The second modification is under the Contract Award Policy section and designates the Volusia TPO Executive Director as the person authorized to approve purchases up to, and including, \$5,000.

Other recommendations include minor grammatical changes and the clarification of items that were vague.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

D. FDOT REPORTS

Background Information:

Mr. Jim Brown from the Florida Department of Transportation (FDOT) will be present to answer questions regarding projects on the FDOT Project Status Report, Construction Report and the Push-Button Report.

The FDOT Project Status Report and Push-Button Report will be sent under separate cover.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

E. VOLUSIA COUNTY CONSTRUCTION REPORT

Background Information:

Staff from Volusia County Traffic Engineering will present an update on the county projects that are either under construction or close to being ready for construction.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

MEETING SUMMARY
(CAC & TCC)
NOVEMBER 20, 2012

V. STAFF COMMENTS

- ® Reapportionment Update
- ® SunRail Update
- ® Corridor Improvement Program (CIP) Update

VI. CAC/TCC MEMBER COMMENTS

VII. INFORMATION ITEMS

- ® Draft XU Bicycle/Pedestrian Application and Scoring Criteria
- ® Updated Priority Lists
- ® 2013 Meeting Schedule

VIII. PRESS/CITIZEN COMMENTS

IX. ADJOURNMENT

******The next meetings of the CAC & TCC will be on January 15, 2013******



2012 2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Bicycle/Pedestrian Project application form whether applying for a Feasibility Study or for Project Implementation.

No project will advance beyond a Feasibility Study unless the VTPO 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.

When applying for prioritization of a Feasibility Study, you must complete the application through the Purpose and Need Statement. When applying for Project Implementation, you must complete the entire application. Information that was provided previously in an application for a Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

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 **Volusia TPO's Bicycle/Pedestrian Plan**.

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

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

Funding Requirements:

VTPO Resolution 2011-03 requires a local match of ten percent (10%) of the total amount of XU funds programmed for each project. For this purpose, local match is defined as non-federal cash match and/or in-kind services that advance the project. The local match for feasibility studies can only be satisfied with a non-federal cash match. This resolution also reaffirms the VTPO's policy that the applicant (project originator) shall

be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system, in which case, the State DOT shall be responsible for any cost overruns. Projects whose sponsors are willing and able to provide a local match **greater than 10%** will be awarded additional points.

Project applications submitted for bicycle/pedestrian funds that contain more than a strictly bicycle/pedestrian component (i.e. roadway improvements, bridge replacements, etc.) may be funded in part with XU funds. The limitations are as follows: a maximum of 10% of the total project cost may be funded with bicycle/pedestrian XU funds, but that amount MAY NOT exceed 10% of the total annual allotment of bicycle/pedestrian XU funds. These projects will be ranked separately and only the top two (2) projects will be recommended for funding in a given year. All project applications are subject to approval by the Volusia TPO Board.

XU Project Application Submittal Procedures Project Application 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), compatible with MS Windows and Adobe Acrobat® Version ~~9.3~~ 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
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. If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.
7. 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.
8. Submit any available right-of-way information.
9. **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 a one-half (½) mile radius buffer for Sidewalk projects. Maximum map size is 11" x 17".
10. In addition, all maps MUST include a **Scale** (in subdivisions of a mile), **North Arrow**, **Title** and **Legend**. Photographs are optional.

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



2012 2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ **Job Title:** _____

Address: _____

Phone: _____ **FAX:** _____

E-mail: _____

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

[If not the same as Applicant, attach letter of support for proposed project from the responsible entity.]

Is the Applicant Local Agency Program (LAP) certified to administer the proposed project?

Yes No

If Applicant is not LAP certified, explain how you intend to comply with the LAP requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

The Applicant is requesting (check only one): **Feasibility Study** **Project Implementation**

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

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 principle 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 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. 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.

Commentary: _____

STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION.

Criteria Summary:

Priority Criteria	Points
(1) Proximity to Community Assets	30
(2) Connectivity	30
(3) Safety	25
(4) Public Support/Special Considerations	5
(5) Local Matching Funds > 10%	10
(6) Value-Added Tie Breaker (if necessary)	variable
Total (excluding Value-Added Tie Breaker)	100

Criteria Criterion #1 – Proximity to Community Assets (30 points max.)

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 30 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: a one (1) mile radius for Shared Use Path projects or a one-half (½) mile radius for Sidewalk projects.

Proximity to Community Assets	Check All that Apply	Max. Points
Residential developments, apartments, community housing	<input type="checkbox"/>	5
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers	<input type="checkbox"/>	5
Parks, trail facilities, recreational facilities	<input type="checkbox"/>	5
Medical/health facilities, nursing homes, assisted living, rehabilitation center	<input type="checkbox"/>	5
School bus stop	<input type="checkbox"/>	5
Schools	<input type="checkbox"/>	5
Maximum Point Assessment		30

Criteria Criterion #1 Description (if needed): _____

Criteria Criterion #2 – Connectivity (30 points max.)

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.

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 document.

Network Connectivity	All that Apply	Max. Points
Project provides 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"/>	10
Project has been identified as “needed” in an adopted document (e.g., comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	10
Maximum Point Assessment		30

Criteria Criterion #2 Description (if needed): _____

Criteria Criterion #3 – Safety (25 points max.)

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.

For the application, List and describe whether the proposed facility is located within a “hazardous walk/bike zone” and provide documentation that illustrates how bicycle or pedestrian safety could be enhanced by the construction of this facility.

Safety	All that Apply	Max. Points
The project is located in an area identified as a hazardous walk/bike zone by Volusia or Flagler County School District Student Transportation Services. <u>If applicable, provide documentation.</u>	<input type="checkbox"/>	15
The project removes or reduces potential conflicts (bike/auto and ped/auto). There is a pattern of bike/ped crashes along the project route. If applicable, provide documentation such as photos or video of current situation/site or any supportive statistics or studies.	<input type="checkbox"/>	10
Maximum Point Assessment		25

Criteria Criterion #3 Description (if needed): _____

For more information, contact Volusia or Flagler County School District Student Transportation Services.

Criteria Criterion #4 – Public Support/Special Considerations (5 points max.)

For the application, ~~list and describe~~ Describe whether the proposed facility has ~~examples of~~ 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	All that Apply	Max. Points
Is documented public support provided for the project? Are there any special issues or concerns?	<input type="checkbox"/>	5
Maximum Point Assessment	<input type="checkbox"/>	5

Criteria Criterion #4 Description (if needed): _____

Criteria Criterion #5 – Local Matching Funds > 10% (10 points max.)

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

Local Matching Funds > 10%	Check One	Max. Points
Is a local matching fund package greater than 10% of the estimated project cost documented for the project?		
10.0% < Local Matching Funds < 12.5%	<input type="checkbox"/>	1
12.5% ≤ Local Matching Funds < 15.0%	<input type="checkbox"/>	2
15.0% ≤ Local Matching Funds < 17.5%	<input type="checkbox"/>	3
17.5% ≤ Local Matching Funds < 20.0%	<input type="checkbox"/>	4
20.0% ≤ Local Matching Funds < 22.5%	<input type="checkbox"/>	5
22.5% ≤ Local Matching Funds < 25.0%	<input type="checkbox"/>	6
25.0% ≤ Local Matching Funds < 27.5%	<input type="checkbox"/>	7
27.5% ≤ Local Matching Funds < 30.0%	<input type="checkbox"/>	8
30.0% ≤ Local Matching Funds < 32.5%	<input type="checkbox"/>	9
32.5% ≤ Local Matching Funds	<input type="checkbox"/>	10
Maximum Point Assessment		10

Criteria Criterion #5 Description (if needed): _____

Criteria Criterion #6 – Value-Added Tie Breaker (if necessary) (variable points)

Projects with equal scores after evaluations using the five 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.

Volusia TPO
2012 2013 Priority Process for
XU Bicycle/Pedestrian Projects

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies or project implementation
3. TPO requests a Fee Proposal from consultant to perform a feasibility study
4. TPO schedules a scoping meeting with the consultant and local government
5. Consultant provides Fee Proposal to TPO
6. 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 highest ranking projects. (Local governments can bypass the TPO Study if they pay for the feasibility study themselves.)
7. TPO gives the consultant a Notice to Proceed on the feasibility study
8. Draft feasibility study is reviewed and approved by the TPO and local government
9. Final feasibility study is completed
10. Local government gives the TPO an “unofficial” go-ahead for their project, based on the cost from the feasibility study and submits a project letter of commitment to the TPO
11. FDOT (i.e., Special Projects Coordinator) conducts a field review of the project
12. FDOT schedules an intake meeting with the local government, TPO and FDOT staff to review the project
13. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
14. Construction of top ranked project: 2-~~3~~ 4 years



2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Bicycle/Pedestrian Project application form whether applying for a Feasibility Study or for Project Implementation.

No project will advance beyond a Feasibility Study unless the VTPO 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.

When applying for prioritization of a Feasibility Study or for Project Implementation, you must complete the entire application. Information that was provided previously in an application for Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

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 *Volusia TPO's Bicycle/Pedestrian Plan*.

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

- If **Yes** – the project is eligible.
- If **No** – justification is required to determine eligibility.

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Funding Requirements:

VTPO Resolution 2011-03 requires a local match of ten percent (10%) of the total amount of XU funds programmed for each project. For this purpose, local match is defined as non-federal cash match and/or in-kind services that advance the project. The local match for feasibility studies can only be satisfied with a non-federal cash match. This resolution also reaffirms the VTPO's policy that the applicant (project originator) shall be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on

the state highway system, in which case, the State DOT shall be responsible for any cost overruns. Projects whose sponsors are willing and able to provide a local match greater than 10% will be awarded additional points.

Project applications submitted for bicycle/pedestrian funds that contain more than a strictly bicycle/pedestrian component (i.e. roadway improvements, bridge replacements, etc.) may be funded in part with XU funds. The limitations are as follows: a maximum of 10% of the total project cost may be funded with bicycle/pedestrian XU funds, but that amount MAY NOT exceed 10% of the total annual allotment of bicycle/pedestrian XU funds. These projects will be ranked separately and only the top two (2) projects will be recommended for funding in a given year. All project applications are subject to approval by the Volusia TPO Board.

Project Application 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), compatible with MS Windows and Adobe Acrobat® Version 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
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7. 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.
8. Submit any available right-of-way information.
9. **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 a one-half (½) mile radius buffer for Sidewalk projects. Maximum map size is 11" x 17".**
10. In addition, all maps MUST include a Scale (in subdivisions of a mile), North Arrow, Title and Legend. Photographs are optional.

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



2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

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

[If not the same as Applicant, attach letter of support for proposed project from the responsible entity.]

Is the Applicant Local Agency Program (LAP) certified to administer the proposed project?

Yes No

If Applicant is not LAP certified, explain how you intend to comply with the LAP requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

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

The Applicant is requesting (check only one): Feasibility Study Project Implementation

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

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 principle 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 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. 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.

Commentary: _____

STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION.

Criteria Summary:

Priority Criteria	Points
(1) Proximity to Community Assets	30
(2) Connectivity	30
(3) Safety	25
(4) Public Support/Special Considerations	5
(5) Local Matching Funds > 10%	10
(6) Value-Added Tie Breaker (if necessary)	variable
Total (excluding Value-Added Tie Breaker)	100

Criterion #1 – Proximity to Community Assets (30 points max.)

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 30 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: a one (1) mile radius for Shared Use Path projects or a one-half (½) mile radius for Sidewalk projects.

Proximity to Community Assets	Check All that Apply	Max. Points
Residential developments, apartments, community housing	<input type="checkbox"/>	5
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers	<input type="checkbox"/>	5
Parks, trail facilities, recreational facilities	<input type="checkbox"/>	5
Medical/health facilities, nursing homes, assisted living, rehabilitation center	<input type="checkbox"/>	5
School bus stop	<input type="checkbox"/>	5
Schools	<input type="checkbox"/>	5
Maximum Point Assessment		30

Criterion #1 Description (if needed): _____

Criterion #2 – Connectivity (30 points max.)

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.

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 document.

Network Connectivity	All that Apply	Max. Points
Project provides 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"/>	10
Project has been identified as “needed” in an adopted document (e.g., comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	10
Maximum Point Assessment		30

Criterion #2 Description (if needed): _____

Criterion #3 – Safety (25 points max.)

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 number of safety concerns.

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

Safety	All that Apply	Max. Points
The project is located in an area identified as a hazardous walk/bike zone by Volusia or Flagler County School District Student Transportation Services. If applicable, provide documentation.	<input type="checkbox"/>	15
The project removes or reduces potential conflicts (bike/auto and ped/auto). There is a pattern of bike/ped crashes along the project route. If applicable, provide documentation such as photos or video of current situation/site or any supportive statistics or studies.	<input type="checkbox"/>	10
Maximum Point Assessment		25

Criterion #3 Description (if needed): _____

For more information, contact Volusia or Flagler County School District Student Transportation Services.

Criterion #4 – Public Support/Special Considerations (5 points max.)

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

Criterion #4 Description (if needed): _____

Criterion #5 – Local Matching Funds > 10% (10 points max.)

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

Local Matching Funds > 10%	Check One	Max. Points
Is a local matching fund package greater than 10% of the estimated project cost documented for the project?		
10.0% < Local Matching Funds < 12.5%	<input type="checkbox"/>	1
12.5% ≤ Local Matching Funds < 15.0%	<input type="checkbox"/>	2
15.0% ≤ Local Matching Funds < 17.5%	<input type="checkbox"/>	3
17.5% ≤ Local Matching Funds < 20.0%	<input type="checkbox"/>	4
20.0% ≤ Local Matching Funds < 22.5%	<input type="checkbox"/>	5
22.5% ≤ Local Matching Funds < 25.0%	<input type="checkbox"/>	6
25.0% ≤ Local Matching Funds < 27.5%	<input type="checkbox"/>	7
27.5% ≤ Local Matching Funds < 30.0%	<input type="checkbox"/>	8
30.0% ≤ Local Matching Funds < 32.5%	<input type="checkbox"/>	9
32.5% ≤ Local Matching Funds	<input type="checkbox"/>	10
Maximum Point Assessment		10

Criterion #5 Description (if needed): _____

Criterion #6 – Value-Added Tie Breaker (if necessary) (variable points)

Projects with equal scores after evaluations using the five 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.

Volusia TPO 2013 Priority Process for XU Bicycle/Pedestrian Projects

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies or project implementation
3. TPO requests a Fee Proposal from consultant to perform a feasibility study
4. TPO schedules a scoping meeting with the consultant and local government
5. Consultant provides Fee Proposal to TPO
6. 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 highest ranking projects. (Local governments can bypass the TPO Study if they pay for the feasibility study themselves.)
7. TPO gives the consultant a Notice to Proceed on the feasibility study
8. Draft feasibility study is reviewed and approved by the TPO and local government
9. Final feasibility study is completed
10. Local government gives the TPO an “unofficial” go-ahead for their project, based on the cost from the feasibility study and submits a project letter of commitment to the TPO
11. FDOT (i.e., Special Projects Coordinator) conducts a field review of the project
12. FDOT schedules an intake meeting with the local government, TPO and FDOT staff to review the project
13. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
14. Construction of top ranked project: 2-4 years

2013 Meeting Schedule of the Volusia TPO Board and Committees

	Volusia TPO Board	Executive Committee	Technical Coordinating Committee (TCC)	Citizens' Advisory Committee (CAC)	Bicycle/Pedestrian Advisory Committee (BPAC)	Trans. Disadvantaged Local Coordinating Board (TDLCB)
2013	4th Tues. @ 8:30 a.m.	1st Mon. @ 3:00 p.m.	3rd Tues. @ 3:00 p.m.	3rd Tues. @ 1:30 p.m.	2nd Wed. @ 3:00 p.m.	2nd Wed. every other month @ 11:00 a.m. **
January	January 22, 2013	January 7, 2013	January 15, 2013	January 15, 2013	January 9, 2013	January 9, 2013
February	February 26, 2013	February 4, 2013	February 19, 2013	February 19, 2013	February 13, 2013	
March	March 26, 2013	March 4, 2013	March 19, 2013	March 19, 2013	March 13, 2013	March 13, 2013
April	April 23, 2013	April 1, 2013	April 16, 2013	April 16, 2013	April 10, 2013	
May	May 28, 2013	May 6, 2013	May 21, 2013	May 21, 2013	May 8, 2013	May 8, 2013
June	June 25, 2013	June 3, 2013	June 18, 2013	June 18, 2013	June 12, 2013	
July	July 23, 2013*	July 1, 2013*	July 16, 2013*	July 16, 2013*	July 10, 2013*	July 10, 2013
August	August 27, 2013	August 5, 2013	August 20, 2013	August 20, 2013	August 14, 2013	
September	September 24, 2013	September 2, 2013	September 17, 2013	September 17, 2013	September 11, 2013	September 11, 2013
October	October 22, 2013	October 7, 2013	October 15, 2013	October 15, 2013	October 9, 2013	
November	November 26, 2013	November 4, 2013	November 19, 2013	November 19, 2013	November 13, 2013	November 13, 2013
December	December 24, 2013*	December 2, 2013*	December 17, 2013*	December 17, 2013*	December 11, 2013*	

* These meetings are typically cancelled

** TDLCB Meetings are at Votran