**2017 Application for Project Prioritization**

**Bicycle/Pedestrian and B/P Local Initiatives Projects**

**January 2017**

**General Instructions:**

For the 2017 Call for Projects, the R2CTPO is accepting applications for Feasibility Studies and Project Implementation.

Feasibility studies assess the engineering and planning characteristics of bicycle/pedestrian projects. Feasibility studies must include, but not be limited to, the determination of available right-of-way, documentation and identification of the solutions of obstacles that may impede the project’s constructability, permitting and socioeconomic constraints, landscaping, drainage and an engineer’s estimate of related planning, design, right-of-way and construction costs. The R2CTPO has two different application forms for Bicycle/Pedestrian and B/P Local Initiatives Projects. One is to be used when applying for a Feasibility Study; the other is to be used when applying for Project Implementation. For a given project, applications for Feasibility Study and Project Implementation must be submitted in separate application cycles. When applying for Project Implementation, the applying agency will also be required to submit a completed copy of FDOT’s Project Information Application Form. No project will advance beyond a Feasibility Study unless the R2CTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study.

Applications will be ranked based on the information supplied in the application. The TPO is not obliged to consider information pertaining to the project request that is not included in the project application. However, applying agencies are encouraged to be present for the evaluation of their applications to provide clarification, if needed.

Incomplete applications will not be accepted.

**Eligible Project Sponsors for Transportation Alternatives Funds**

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]](#footnote-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.

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.

**Initial Project Screening**:

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

For any proposed facility to be considered eligible through the TPO process, the project must be included on the ***River to Sea TPO’s Regional Trails Corridor Plan*** or an adopted ***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.

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

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

**Local Match Requirement:**

R2CTPO Resolution 2016-## provides that the governmental entity requesting state and/or federal transportation funds shall be required to match those funds programmed on the project with local funds at the ratio of 10% local funds to 90% state and/or federal funds. The match shall be by project phase for each programmed phase including feasibility study. A non-federal cash match is required for a feasibility study. For all other phases, the local match is defined as non-federal cash match and/or in-kind services that advance the project. This resolution also reaffirms the R2CTPO’s policy that the applying agency (project originator) shall be responsible for any cost overruns encountered on a project funded with state and/or federal transportation funds unless the project is on the state highway system, in which case, the State DOT shall be responsible for any cost overruns.

**Other Funding Requirements:**

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

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

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

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), 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. 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 **Transportation Alternatives Activities** 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.

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

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

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

R2CTPO staff will provide assistance in completing an application

to any member local government that requests it.

1. It is the River to Sea TPO’s intent to extend eligibility to all of the activities included within the meaning of the term “Transportation Alternatives” pursuant to 23 U.S.C. 101(a)(29) except the following:

   Construction of turnouts, overlooks, and viewing areas;

   Community improvement activities, including –

   inventory, control, or removal of outdoor advertising;

   historic preservation and rehabilitation of historic transportation facilities;

   vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and

   archaeological activities related to impacts from implementation of a transportation project eligible under title 23;

   Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to –

   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

   reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats

   Safe Routes to School coordinator

   Planning, designing, or construction boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. [↑](#footnote-ref-1)