**Project Title:**

**Applying Agency (project sponsor)**:  **Date:**

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

**Commentary:**

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

**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.

R2CTPO 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 | [ ]  | 0 |
| Local Road (Federal Functional Classification) | [ ]  | 0 |
| Rural Minor Collector (Federal Functional Classification) | [ ]  | 0 |
| Urban Minor Collector Road (Federal Functional Classification) | [ ]  | 2 |
| Major Collector Road (Federal Functional Classification) | [ ]  | 3 |
| Minor Arterial Road (Federal Functional Classification) | [ ]  | 4 |
| Principal Arterial Road (Federal Functional Classification) | [ ]  | 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 Required** | **Required But Not Completed**(no points) | **Unknown or TBD**(no points) | **Points** |
| --- | --- | --- | --- | --- | --- |
| Feasibility Study/Conceptual Design/Cost Estimate/SEMP 2 | Check only one in each row | [ ]  | [ ]  | [ ]  | [ ]  | 3 |
| PE (Design) | [ ]  | [ ]  | [ ]  | [ ]  | 3 |
| Environmental | [ ]  | [ ]  | [ ]  | [ ]  | 3 |
| Right-of-Way Acquisition | [ ]  | [ ]  | [ ]  | [ ]  | 3 |
| Permitting | [ ]  | [ ]  | [ ]  | [ ]  | 3 |
| **Subtotal** |  |  |  |  | **0 - 15** |

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

2 A Systems Engineering Management Plan (SEMP) is generally required for ITS projects.

**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 | [ ]  | 0 |
| 0.75 to 0.99 | [ ]  | 3 |
| 1.00 to 1.25 | [ ]  | 4 |
| >1.25and/or identified as congested in TPO’s CMP/Performance Measures Report | [ ]  | 5 |
| Mobility Enhancements(i.e., level of increased mobility that a project will provide) | Select all that apply | None | [ ]  | 0 |
| Bike, Pedestrian, ADA or Transit | [ ]  | 0 - 5 |
| Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming 3 | [ ]  | 0 - 10 |
| Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant, widening justification 4, an FDOT approved roundabout geometric and operational analysis 5, or access management or ITS improvements 6 | Select only one | No | [ ]  | 0 |
| Yes | [ ]  | 0 - 5 |
| Hurricane evacuation route upgrade including, but not limited to, converting traffic signal to mast arm or other operational improvements. 7  | Select only one | No | [ ]  | 0 |
| Yes | [ ]  | 0 - 5 |
| **Subtotal** |  |  | **0 - 30** |

3 Attach Traffic Signal Timing Study.

4 Attach Warrant Study to application; otherwise R2CTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

5 Attach FDOT Step 3 Roundabout Summary Report.

6  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.

7 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. R2CTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

| **Safety Benefits** 8 |  | **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 9, corridor crashes per million vehicle miles 9, Community Traffic Safety Team report, etc.) | Select all that apply | [ ]  | 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 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. | [ ]  | 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. | [ ]  | 0 – 10 |
| **Subtotal** |  | **0 – 20** |

8 If an application scores very high in this criterion, the R2CTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

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

**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 Applying Agency 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 and Economic Vitality** |  | **Points** |
| --- | --- | --- |
| Directly contributes to the achievement of one or more goals/objectives in the adopted comprehensive plan | Select all that apply | [ ]  | 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) | [ ]  | 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 9 | Select only one | [ ]  | 0 |
| Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required | [ ]  | 0 - 2 |
| No Drainage Impact – no drainage work required | [ ]  | 0 - 4 |
| Relocation of private gas utility or fiber optic communication cable is not required 10 | Select all that apply | [ ]  | 0 - 4 |
| Relocation of public/private water or sewer utility is not required  10 | [ ]  | 0 - 4 |
| Relocation of telephone, power, cable TV utilities is not required  11 | [ ]  | 0 - 4 |
| No specimen or historic trees ≥ 18” diameter will be removed or destroyed | [ ]  | 0 - 4 |
|  |  |  |  |
| **Subtotal** |  | **0 - 20** |

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

10 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.

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

**Commentary:**

**Criterion #7 – Local Matching Funds > 10% of Total Project Cost (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.

|  |  |  |
| --- | --- | --- |
| Is the Applying Agency committing to a local match greater than 10% of the estimated total project cost? | **Check One** | **Max. Points** |
|  |
| 10.0% < Local Matching Funds < 12.5% | [ ]  | 1 |
| 12.5% ≤ Local Matching Funds < 15.0% | [ ]  | 2 |
| 15.0% ≤ Local Matching Funds < 17.5% | [ ]  | 3 |
| 17.5% ≤ Local Matching Funds < 20.0% | [ ]  | 4 |
| 20.0% ≤ Local Matching Funds < 22.5% | [ ]  | 5 |
| 22.5% ≤ Local Matching Funds < 25.0% | [ ]  | 6 |
| 25.0% ≤ Local Matching Funds < 27.5% | [ ]  | 7 |
| 27.5% ≤ Local Matching Funds < 30.0% | [ ]  | 8 |
| 30.0% ≤ Local Matching Funds < 32.5% | [ ]  | 9 |
| 32.5% ≤ Local Matching Funds | [ ]  | 10 |
| **Maximum Point Assessment** |  | **10** |

**Commentary (if needed):**



THIS FORM SHALL BE SUBMITTED FOR ALL PROJECTS

NOT CURRENTLY IN THE FDOT WORK PROGRAM.

**FDOT PROJECT INFORMATION APPLICATION FORM**

**DATE:** Click here to enter a date.

1. **Project Information:**

Project ID (SR, CR, Etc…):

From/At (South or West Termini):

To (North or East Termini):

County: Choose an item.

Project Length (Miles):

Project Type: Choose an item. If *other*, please specify:

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

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

1. **Managing Agency Contact Information:**

Applicant:

Contact Person:

Title:

Address:

Phone Number:

E-mail Address:

1. **Phase(s) Being Requested (double click on box to select appropriate box):**

[ ]  Study [ ]  PD&E [ ]  Design

[ ]  Right-of-way [ ]  Construction [ ] Other:

1. **Project Description:**
2. Project Scope/Description (*please be as detailed as possible*):

1. What fiscal year will this project be ready for production/construction:

|  |  |
| --- | --- |
| **Work Type** | **What Fiscal Year will each phase be complete or ready for production/construction?**  |
| Planning Development (Corridor or Feasibility Study) |       |
| Project Development and Environment Study (PD&E) |       |
| Design  |       |
| Right-of-way Acquisition |       |
| Construction/CEI |       |
| Other |       |

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

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

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

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

1. Identify and locate where any transit routes and/or facilities (e.g. stops, shelters, park and ride lots, intermodal centers, and rail stations) are located within the project limits.

1. If transit service is present within the project limits, describe:
* (1) any potential impacts, including to service provision, and/or proposed improvements, and,

* (2) collaboration efforts and opportunities with the transit service provider.

1. Is this project within the Federal Aid system? Choose an item.

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

1. **Consistency with Local and MPO Plans**
2. Is the applicant the maintaining agency? Choose an item.

*If not, supporting documentation from the maintaining agency approving the project must be provided.*

1. Is this project consistent with the Local Government Comprehensive Plan? Choose an item.

*If yes, please attach a copy of the page in the Comprehensive Plan.*

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

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

 Choose an item.

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

*If no, please state when an amendment will be done to include the project in the LRTP (if applicable).*

1. **Other Information:**
2. Has the Applying Agency been certified by FDOT to perform the work under the Local Agency Program (LAP) process? Choose an item.

If the agency is currently certified, has the required LAP training been completed? Choose an item.

***NOTE:*** *Right of Way (R/W) is not a project phase that a local agency becomes certified; therefore, FDOT is required to provide oversight on any R/W phase. R/W acquisition includes License Agreements, Encroachment Agreements (Florida Gas Transmission - FGT), Perpetual Easements, Temporary construction easements, and Donations therefore must be treated in the same manner as a fee acquisition. i.e.: survey, mapping, parcel identification. All have value and the owners are entitled to compensation, unless voluntarily waived in writing per the Uniform Act.*

1. Is there sufficient R/W to construct the proposed improvements owned by the Local Agency that will construct the project? If yes, please provide proof of ownership (R/W Certification, R/W Maps, Executed Deed/Easement documents). If no, please provide an exhibit visually depicting the new right of way area anticipated for the project together with a spreadsheet providing the tax id # of each impacted parcel and approximate size of the new acquisition area for each impacted parcel. (Examples of each exhibit can be provided, if necessary, by contacting the District 5, Right of Way Cost Estimate Coordinator.)

*If R/W is going to be required, please coordinate with FDOT’s Survey and Mapping, Design Support/Cost Estimates and R/W department staff. Explain your agency’s process for hiring an appraiser, doing title work and creating conveyance documents. Share your staff’s experience in acquiring property by federal and state guidelines including eminent domain experience your agency’s legal staff has.*

**Provide an estimate of the total cost of the project phase(s) and attach supporting documents that supports the requested phase estimate (i.e. man-hour estimate and rates, equipment cost and right of way cost).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Type**  | **Phase Complete?** | **Responsible Agency (Who performed or who will perform the work?)** | **Procurement Method?****Agency Staff****Advertise (consultant)****Continuing Services** | **Project Cost Estimate** |
| Planning Development (Corridor or Feasibility Study) | Choose an item. |       | Choose an item. | $      |
| Project Development and Environment Study (PD&E) | Choose an item. |       | Choose an item. | $      |
| Design  | Choose an item. |       | Choose an item. | $      |
| Right-of-way Acquisition | Choose an item. |       | Choose an item. | $      |
| Construction | Choose an item. |       | N/A | $      |
| CEI | Choose an item. |       | Choose an item. | $      |
| Other: | Choose an item. |       | Choose an item. | $      |
| **Total Project Cost Estimate:** | **$** |

* **Include a map showing location of the area of interest. Label important features, roadways, or additional description to help FDOT identify the location and understand the nature of the project.**
* **When requesting the Construction phase please include the following documents or status:**
	+ Signed and sealed plans
	+ Engineer’s estimate
	+ Bid Documents and Specifications Package
	+ Signed LAP Construction Checklist
	+ Right of Way Certification
	+ Environmental Certification
	+ All necessary permits

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Proposed Funding Source (required by the R2CTPO)** |  |
|  | **Work Type**  | **Federal/State $** | **Local $** | **Project Cost Estimate $ \*** |  |
|  | **Planning Development (Corridor or Feasibility Study)** | **$**      | **$**      | **$** 0.00 |  |
|  | **Project Development and Environment Study (PD&E)** | **$**      | **$**      | **$** 0.00 |  |
|  | **Design**  | **$**      | **$**      | **$** 0.00 |  |
|  | **Right-of-way Acquisition** | **$**      | **$**      | **$** 0.00 |  |
|  | **Construction** | **$**      | **$**      | **$** 0.00 |  |
|  | **CEI** | **$**      | **$**      | **$** 0.00 |  |
|  | **Other:** | **$**      | **$**      | **$** 0.00 |  |
|  | **Total Project Cost Estimate:** | **$ 0.00** | **$ 0.00** | **$ 0.00** |  |
|  | \*Project Cost Estimate for each Work Type must match the Project Cost Estimate provided in the preceding table. |  |
|  |  |  |