

Volusia TPO
~~DRAFT 2012~~ **2011** Priority Application for
Transportation Enhancement 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.

The following are the only activities related to surface transportation that can be funded with enhancement funds¹:

- 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.
- k) Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- l) Establishment of Transportation museums.

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

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. Enhancement dollars are to be allocated with the caveat that all projects meet ADA standards.

¹ Only these activities are included within the meaning of the term "transportation enhancement activity" pursuant to 23 U.S.C. 101(a)(35).

GENERAL REQUIREMENTS

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 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.
- f) **A completed FDOT Transportation Enhancement Project Funding Application.**

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 9.3 or earlier.
- b) The file may be submitted through our FTP site, as an attachment to email, on a CD or DVD.
- 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.

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

All applications must be received by the VTPO by 12:00 PM (noon) on Friday, March 18, 2011. Applicant's are strongly advised to request verification that your applications have been received.

Initial Project Screening

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 agree

Showing changes recommended by TIP Subcommittee on 1-13-12 in red type.

- 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 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) If this is a Shared-Use Path project is it at least 10 feet wide? [The TIP Subcommittee discussed whether this should be increased from 10 ft. to 12 ft. as was done by the BPAC for XU-funded bicycle and pedestrian projects. However, no action was taken.]
 - If yes, the project is eligible.
 - If no, if this project is at least 5 feet wide then it may be eligible to be submitted as a sidewalk project.
- g) If this is a Sidewalk project is it at least 5 feet wide?
 - If yes, the project is eligible.
 - If no, the project application is not acceptable.

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Scoring Criteria Summary

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

[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: _____

Showing changes recommended by TIP Subcommittee on 1-13-12 in red type.

(1) Contribution to “Livability” and Sustainability in the Community (maximum 25 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 Points)

- Project includes traffic calming measures.
- Project is located in “gateway” or entrance corridor as identified in a local government of 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 “Livability” and Sustainability of the Community: _____

(2) Enhancements to the Transportation System (maximum 25 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 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?
- 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) 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)?

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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)

Matching funds are not required, but 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 match. 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.

Matching Funds 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"/>

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>