



## Memorandum

**To:** [Distribution List]  
**From:** Robert Keeth, Senior Planner  
**Date:** February 4, 2013  
**Subject:** Volusia TPO's Annual Call for Projects

\*\*\*\*\* **FOR YOUR IMMEDIATE ATTENTION** \*\*\*\*\*

### **Announcing Volusia TPO's Annual CALL FOR PROJECTS**

The Volusia TPO is now accepting applications for projects to be added to our Priority Project Lists. These applications will be used by the VTPO to qualify and prioritize proposed transportation-related projects for feasibility study and/or implementation using federal and state transportation funding.

**The deadline for submittal of all project applications is 5:00 p.m. on Friday, April 12, 2013.**

Any previously submitted project application which was ranked, but has not yet undergone a feasibility study, will remain on a Priority Project List **only if the project's sponsor submits a letter indicating its continuing support for the project. This letter must be received by the VTPO on or before 5:00 p.m. on Friday, April 12, 2013.**

The VTPO has seven categories of Priority Projects, which are:

- Strategic Intermodal System (SIS) Roadway Projects
- Regionally Significant Non-SIS Roadway Projects
- Bascule Bridge Replacement Projects
- XU Public Transit Set-aside Projects
- XU Traffic Operations/ITS/Safety Set-aside Projects
- XU Bicycle/Pedestrian Set-aside Projects
- Transportation Alternatives Projects

Only applications for transportation-related projects in the following Priority Project categories will be considered at this time:

- XU Traffic Operations/ITS/Safety Projects
- XU Bicycle/Pedestrian Projects
- Transportation Alternatives Projects

#### **XU Projects Traffic Operations/ITS/Safety Projects and XU Bicycle/Pedestrian Projects**

**All XU-funded projects require a 10% local match for the feasibility study and project implementation. 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.**

The process for reviewing and ranking XU Traffic Operations/ITS/Safety projects and XU Bicycle/Pedestrian projects is as follows:

1. For each proposed project, the applicant (project sponsor) will submit a completed VTPO XU Traffic Operations/ITS/Safety Project Funding Application or XU Bicycle/Pedestrian Project Funding

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

Application. The application will indicate whether the applicant is requesting a feasibility study or project implementation. VTPO will accept an application for project implementation (design, right-of-way, construction) only if the proposed project has undergone a feasibility study or if a feasibility study will not be required.

2. VTPO staff will screen applications to ensure that they are complete and include only eligible improvements/activities.
3. Project applications for feasibility studies:
  - a. Applicant (project sponsor) will submit an official letter to the VTPO certifying that the project is supported by the applicant and agreeing to pay its share (10%) of the cost for a required feasibility study.
  - b. XU Traffic Operations/ITS/Safety projects will be preliminarily ranked by the TIP Subcommittee; XU Bicycle/Pedestrian project applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The VTPO Board will approve a final ranking of all projects.
  - c. VTPO's consultant will perform a feasibility study on each proposed project in ranked order as funding becomes available. VTPO will pay 90% of the study cost; the applicant will be responsible for the remaining 10%.
4. Projects applications for project implementation (feasibility study has been completed or is not required):
  - a. Applicant (project sponsor) will submit an application for project implementation and an official letter agreeing to pay 10% of the programmed project implementation cost, and agreeing to pay for any cost overruns.
  - b. XU Traffic Operations/ITS/Safety project applications will be preliminarily ranked by the TIP Subcommittee; XU Bicycle/Pedestrian project applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The VTPO Board will approve a final ranking of all projects.
  - c. VTPO will coordinate with the Florida Department of Transportation (FDOT) to program the projects in FDOT's Work Program and the VTPO's Transportation Improvement Program (TIP) in the order of priority set by the VTPO Board.

### **Transportation Alternatives Projects**

**Transportation Alternatives projects require a 20% local match. No more than \$500,000 will be awarded to any single project in any single application cycle.** Please refer to the following VTPO website for details on eligible projects for Transportation Alternatives Program (TAP) funds:

<http://www.volusiatpo.org/newsroom/volusia-tpos-annual-call-for-projects/>

Additional guidance may be found on the Federal Highway Administration's (FHWA) website at:

<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

The process for reviewing and ranking Transportation Alternatives projects is as follows:

1. For each project, the applicant will submit a completed VTPO Transportation Alternatives Project Application and a completed FDOT Transportation Alternatives Project Application. Information

included in the FDOT Alternatives application form, as well as the oral presentation, will be used to help in the ranking of these projects.

2. Applicant (project sponsor) will submit an official letter to the VTPO certifying that the project is supported by the applicant.
3. VTPO staff will screen applications to ensure that they are complete and include only eligible improvements/activities.
4. FDOT Special Projects Coordinator will review project proposals and determine whether the projects are eligible and feasible.
5. Transportation Alternatives projects will be preliminarily ranked by TIP Subcommittee. The VTPO Board will approve a final project ranking.
6. VTPO will coordinate with FDOT to program the project in the FDOT's Work Program and the VTPO's Transportation Improvement Program (TIP).

To help with the application process, the following items are available for download from the VTPO's website (<http://www.volusiatpo.org/newsroom/volusia-tpos-annual-call-for-projects/>):

1. Schedule for the 2013 TIP Priority Project Process
2. Priority Process Workshop Notice
3. Last year's Priority List of XU Traffic Operations/ITS/Safety Projects
4. Last year's Priority List of XU Bicycle/Pedestrian Projects
5. Last year's Priority List of Transportation Alternatives/Enhancement Projects
6. VTPO's Priority Project Application for XU Traffic Operations/ITS/Safety Projects
7. VTPO's Priority Project Application for XU Bicycle/Pedestrian
8. VTPO's Priority Project Application for Transportation Alternatives Projects

For questions regarding XU Traffic Operations/ITS/Safety Projects, contact Robert Keeth, (386) 226-0422, extension 30.

For questions regarding XU Bicycle/Pedestrian Projects or Transportation Alternatives Projects, contact Stephan Harris, (386) 226-0422, extension 34

**The deadline for submittal of all project funding applications is 5:00 p.m. on Friday, April 12, 2013. Applications submitted after the deadline will not be accepted.**