



Memorandum [\(Revised 2/24/2014\)](#)

To: [Distribution List]
From: Robert Keeth, Senior Planner
Date: February 24, 2014
Subject: Volusia TPO's Annual Call for Projects

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

Announcing Volusia TPO's Annual CALL FOR PROJECTS

The Volusia Transportation Planning Organization (VTPO) is now accepting applications for projects to be added to our List of Priority Projects. 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 submitting project applications is 5:00 p.m. on Friday, [May 9, 2014](#).

Any previously submitted project application which was ranked, but has not yet undergone a feasibility study, will remain on the List of Priority Projects **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, [May 9, 2014](#).**

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:

Beverly Beach	DeLand	Holly Hill	Orange City	Port Orange
Daytona Beach	Deltona	Lake Helen	Ormond Beach	South Daytona
Daytona Beach Shores	Edgewater	New Smyrna Beach	Pierson	Volusia County
DeBary	Flagler Beach	Oak Hill	Ponce Inlet	

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 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-2014-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. Information included in the 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-2014-annual-call-for-projects/>):

1. Schedule for the 2014 Priority Project Process ([REVISED 2/24/2014](#))
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 20424.

For questions regarding XU Bicycle/Pedestrian Projects or Transportation Alternatives Projects, contact Stephan Harris, (386) 226-0422, extension 20428

The deadline for submittal of all project funding applications is 5:00 p.m. on Friday, [May 9, 2014](#). Applications submitted after the deadline will not be accepted.