2023/2024 TRANSPORTATION ALTERNATIVES (TA) PROGRAM PRIORITIES
APPLICATION INSTRUCTIONS

The Transportation Alternatives (TA) Program uses federal funds to construct pedestrian and bicycle projects, as well as infrastructure to improve non-car access to transit. <u>Before completing a TA application, please ensure that the project intended to be funded with TA dollars is eligible for TA funding. Appendix B of FDOT's TA Guidelines (entitled "FDOT TA Set-Aside Program Guidance and Procedures") provides detailed information on project eligibility is available online at</u> <u>https://www.fdot.gov/planning/systems/tap/default.shtm.</u> <u>Projects must meet eligibility requirements in order to receive funding.</u>

This application process includes scoring and ranking criteria for projects being considered for TA Program funding. Each jurisdiction may submit up to three project applications for funding consideration. The timeline for receipt of funding cannot be guaranteed. Projects selected through this competitive process will be advanced to FDOT in priority order for funding consideration in the summer of 2024. *Other application prerequisites and requirements are included in the Application Addendum.*

A properly completed Forward Pinellas 2024 TA Program Application Packet should include the following:

1. Florida Department of Transportation's (FDOT) Surface Transportation Block Grant Program and Transportation Alternatives (TA) Set-Aside Program Project Application
2. Forward Pinellas TA Program Application Checklist
3. Forward Pinellas TA Program Application Addendum

Application packages that do not include all of the above will not be considered for funding.

If you intend to submit an application, please notify Forward Pinellas staff of your intent to apply no later than September 1, 2023.

TA Program Application Submittal Instructions

Only complete applications will be accepted. Applications must all be submitted in one package and received by Forward Pinellas no later than 5 p.m. on October 27, 2023. Submittal of a TA Program Application does not automatically mean a project will be added to the Forward Pinellas TA Program Priority List for funding. Applications should NOT be submitted directly to FDOT.

2023/2024 TRANSPORTATION ALTERNATIVES (TA) PROGRAM PRIORITIES
APPLICATION INSTRUCTIONS

Applications are to be in Word or PDF format, submitted either via email to both rfeigel@forwardpinellas.org and cfavero@forwardpinellas.org or on disc or electronic drive. Please do not submit paper copies. Submit applications no later than **5 p.m. on** October 27, 2023. All questions should be directed to Rob Feigel at rfeigel@forwardpinellas.org.

Applications will be reviewed by Forward Pinellas staff, who will make award recommendations to the Forward Pinellas Board. The award recommendations will use the information and data provided by the applicant to determine the final scoring and ranking of projects.

2023/2024 TRANSPORTATION ALTERNATIVES (TA) PROGRAM
APPLICATION CHECKLIST

In order to be added to the Forward Pinellas TA Program Priority List and eligible for funding, TA applications must include ALL of the requirements on this checklist. Any project that does not meet all of the requirements on the checklist (in addition to the requirements on the TA application) will not be considered for inclusion on the TA Priority List for funding.

☐ Completed Florida Department of Transportation's (FDOT) Transportation Alternatives (TA) Application including all of the requirements and documentation required on the application checklist included as part of FDOT's TA application. The TA application is available online at https://www.fdot.gov/planning/systems/tap/default.shtm along with additional guidance and other useful information. Please note that the most recent application available online as of June 2023 is dated 2021. This application may be used initially by applicants, but please note that when/if FDOT updates its application, applicants may need to update TA applications accordingly.

☐ Completed Forward Pinellas TA Program Application Checklist (this form)

☐ Completed Forward Pinellas TA Program Addendum

☐ The amount of funding requested in the application is at least $300,000 and no more than $3,000,000

☐ Documentation of acquisition of 100% of right-of-way or easement.

☐ Please ensure that all applications include sufficient detail for the engineer's estimate. FDOT requires detailed quantities used to generate the engineer's estimate even at the planning level. Forward Pinellas staff can provide examples of the level of detail required upon request.

☐ In addition to the public involvement documentation required in the TA Application, the application must include a letter or resolution from the applicant's elected Board, documenting community support for the project.

☐ The TA application has been properly executed with an authorized signature of a person with budget authority (i.e. County Administrator or Public Works Director)

☐ Certification of Implementing Agency Form

The signature below confirms that everything in the FDOT TA Application, the Forward Pinellas TA Addendum and this Forward Pinellas TA Checklist have been fully filled out, completed and all of the required documentation has been provided at the time of the TA Application submittal.

_____　　　　_____

Type name of applicant here　　　　　　　　　　**Date**

_____

Signature of applicant

* This addendum accompanies the Florida Department of Transportation's (District 7) Surface Transportation Block Grant Program and Transportation Alternatives Set-Aside Program Project Application for funding consideration for fiscal year 2028/29.

FORWARD PINELLAS

2023/2024 TRANSPORTATION ALTERNATIVES (TA) PROGRAM
APPLICATION ADDENDUM

The addendum information **must** accompany a completed Florida Department of Transportation's (FDOT) Surface Transportation Block Grant Program and Transportation Alternatives (TA) Set-Aside Program Project Application, including all of the requirements and documentation required on the application checklist included in the TA application.

Program Structure:

- Minimum Project Award: $300,000
- Maximum Project Award: $3,000,000
- There is no guarantee that all projects will receive funding in the next 5-Year Work Program.
- Each jurisdiction may submit a maximum of three projects for consideration during this funding cycle.
- If a project is selected for inclusion on the priority list, the project will only remain on the list for a maximum of three years before being removed.

Application Prerequisites:

- The application must include a resolution of support from the agency's governing body and documentation of public support.
- 100% of right-of-way must be acquired or documentation of an easement provided.
- Applying agency must be LAP certified, demonstrate a commitment to obtain LAP certification within a timely manner to implement the project or provide an agreement with a LAP certified agency to implement the project on their behalf.

Please provide, at a minimum, the information requested below. Applications will be competitively evaluated based on the information provided by the applicant. For technical support or additional information, please contact Rob Feigel at rfeigel@forwardpinellas.org. We ask that technical support is requested no later than October 13, 2023. Technical support will be provided after this date, but requesting support early on helps to ensure Forward Pinellas staff has sufficient time to gather the needed information.

1. List what, if anything, has not been checked as included with the TA application on FDOT's TA Program application checklist and the Forward Pinellas checklist?

2. If anything on the checklist was not included in the application, why was it not included with the TA application?

3. What project phases are included in the funding request, the amount of TA funding requested, the amount of local matching funds and in-kind support for each phase (should match what's in the TA Application)?

Project Phase	TA funds	Local Matching Funds
☐ Planning:	$ _____	$ _____
☐ PD&E:	$ _____	$ _____
☐ PE/Final Design:	$ _____	$ _____
☐ Construction:	$ _____	$ _____
☐ Construction Engineering and Inspection (CEI):	$ _____	$ _____
TOTAL	$ _____	$ _____

4. Attach a detailed description and map showing how the project provides direct access to an existing Multimodal Corridor as designated on the Countywide Land Use Map.

5. Attach a detailed description and map showing how the project is located within, or connects directly to, an existing Activity Center as identified on the Countywide Land Use Map.

6. Attach a detailed description of how the project is identified in the Forward Pinellas Active Transportation Plan or directly connects to a facility identified in the Plan. Attach the relevant pages from the Plan that identifies the project and highlight the portion that identifies your project. Alternatively, attach a map(s) depicting the project location as an overlay on the Plan that shows how the project directly connects to a facility identified in the Plan.

7. Describe how the project connects two or more existing bicycle/pedestrian facilities (fills a gap). Include a map showing the gap that this project is filling.

8. Describe how the project will provide direct access to existing transit routes. Will the project connect to existing transit service with headways of 30 minutes or less? Will the project connect to transit service with existing headways of between 45 and 60 minutes?

Describe whether or not the project is within (or provides direct access to) an Equity Emphasis Area as identified by Forward Pinellas in the Environmental Justice 2020 Demographic Analysis Report. Attach a map(s) depicting the completed project on the Forward Pinellas Equity Emphasis Area map located at: Advantage Pinellas 2050 Long Range Transportation Plan - Forward Pinellas.

9. **For bicycle projects only:** The Forward Pinellas Active Transportation Plan includes a methodology to identify the level of traffic stress of various bicycle facilities. Provide documentation about the level of traffic stress along the project corridor that will result after the phase of your project application has been constructed. The Forward Pinellas methodology must be utilized for this determination. **Please contact Forward Pinellas staff for this information.**

10. **For sidewalk projects only:** Check the box for whichever of the following statements apply most once the sidewalk construction has been completed. within the project limits

     a. ☐ After the project is constructed, there will be a sidewalk on one side of the segment of roadway that's within the limits of the newly-constructed project

     b. ☐ After the project is constructed, there will be sidewalks on both sides of the segment of roadway that's within the limits of the newly-constructed project

     c. ☐ After the project is constructed, there will be a separated pedestrian corridor with at least a two foot buffer from the roadway within the limits of the newly-constructed project

TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM (TA) FUNDING APPLICATION

A continuation of the Surface Transportation Block Grant, TA funding is by contract authority from the Highway Trust Fund, subject to the overall federal-aid obligation limitation determined by the Federal Highway Administration (FHWA). Projects must support surface transportation, be competitively solicited, and comply with the provisions of the FDOT Work Program Instructions and the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) [§ 11109; 23 United States Code (U.S.C.) 133(h)]. District representatives may be contacted for guidance.

PART 1 – APPLICANT INFORMATION

1. **Applicant Agency Sponsor Type.** Select the box indicating the agency of the person who can answer questions about this project proposal. Then complete applicable text fields. Note: State-recognized non-profit agencies may partner with an eligible governmental entity but are not eligible as a direct grant recipient.

Checkbox next to each of the following types of agencies that do not indicate text field. Document allows one selection.

   Local government (e.g., county, city, village, town, etc.).

   Regional transportation authority or transit agency.

   Natural resource or public land agency.

   School district, local education agency, or school (may include any public or nonprofit private school). Projects should benefit the public and not just a private entity.

   Recognized Tribal Government.

   Other local or regional governmental entity with oversight responsibility for transportation or recreational trails, consistent with the goals of 23 U.S.C. 133(h).

   Metropolitan / Transportation Planning Organization / Agency (collectively MPO) (only for urbanized areas with less than 200,000 population).

   FDOT (only by request of another eligible entity, then enter the requesting entity). If "checked", enter the requesting entity in the space provided. (Word limit 5)

2. **Agency name of the applicant.** (Word limit 5).

3. **Agency contact person's name and title.** (Word limit 5).

4. **Agency contact person's telephone number and email address.** (Word limit 5).

PART 2 – LOCAL AGENCY PROGRAM (LAP) CERTIFICATION

LAP is FDOT's primary mechanism to provide governmental subrecipients with federal funds to develop transportation infrastructure facilities through cost-reimbursement (grant) agreements. This legal instrument (the grant agreement) will describe intergovernmental tasks to be accomplished and the funds to be reimbursed for selected projects. The FDOT Local Programs Manual and FDOT Procedure 525-010-300 provides details for local agencies to complete a certification process that is a risk-based assessment evaluating whether they have sufficient qualifications and abilities "to undertake and satisfactorily complete the work" for infrastructure projects. Non-profit organizations are not eligible for LAP certification, local agencies are not eligible for certification of Project Development and Environment (PD&E) or Right-of-Way (ROW) acquisition phases. FDOT is required to provide oversight on fee-simple and less-than-fee ROW acquisition phases, including license agreements, encroachment agreements, perpetual easements, temporary construction easements, and donations.

LAP Full Certification
Provide:

Approval Date: and Expiration Date:

Responsible Charge Name:

LAP Project Specific Certification
Provide:

Approval Date: Project FM(s) Number:

Responsible Charge Name:

Not LAP Certified – A LAP Certified Agency will deliver the project on behalf of the uncertified Agency.

Provide: Sponsoring   Contact
                Agency Name: Name:

Address: Phone:

Not LAP Certified - FDOT District will administer the project.
Provide:

FDOT Contact Name: Phone:

Not LAP Certified – the Agency will become LAP certified 1 year prior to the delivery of the LAP project.

Not Applicable – this is a Non – Infrastructure Project.

1. **Project Name / Title:** (Word limit 15).

2. **Is this a resubmittal of a previously unfunded project?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the year(s) of submittal(s) and include project title(s), if different, in the space provided. (Word limit 5).

   Yes   No

3. **Does this project connect a previously funded project(s)?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the Financial Management (FM) number(s) and provide a brief description of the other related FDOT-funded phases that are complete, underway, or in the FDOT 5-year Work Program. (Word limit 5).

   Yes   No

4. **Is funding requested for this same project from another source administered by FDOT?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate funding source(s) / application(s) submitted. NOTE: Contact your district representative to discuss if this same project is partially funded in the 5-year Work Program or if FDOT has received another application for funding it. (Word limit 5).

   Yes   No

5. **What are you proposing in this application?** In 200 words or less, provide a description of the project and what it will accomplish. The description should allow a person without prior knowledge of the project to clearly understand it. Summarize the purpose, need, project attributes, the relationship to surface transportation, how the project improves safety, and expected benefits.

REQUIRED UPLOAD: PROJECT INFORMATION SUPPORTING DOCUMENTATION including 1) Scope of Work clearly describing the purpose and need for this project and the desired outcome; detailed description of the existing conditions; and detailed description of the proposed project and major work item improvements (e.g., project limits (begin / end), width of sidewalks or trails and other components, materials, drainage, lighting, signing and pavement markings, etc.). 2) Intent to enter into a cost reimbursement agreement for delivering the project. 3) Signed PROJECT CERTIFICATION from the maintaining agency confirming the applicant is authorized to submit the proposal, the information is accurate, intent to enter into a Memorandum of Understanding or Interagency Agreement for ongoing operations and maintenance of the improved facility, and compliance with all federal and state requirements.

1. **Indicate the municipality(ies) of the project location.** (Word limit 5).

2. **Indicate the county(ies) of the project location.** (Word limit 5).

3. **Roadway Classification**

    Yes   No   State roadway (on-system)

    Yes   No   Federal roadway

    Yes   No   Local roadway (off-system)

4. **Indicate the roadway name(s) [including applicable state, federal, county road number(s), local roadway name, and roadway identification number (e.g., SR 5 / US 1 / CR 904 / Overseas Highway / ID number: 90040000)].** (Word limit 10).

5. **Indicate the roadway beginning project limits (south or west termini), mile points, and crossroads at each end of each listed segment.** (Word limit 10).

6. **Indicate the roadway ending project limits (north or east termini), mile points, and crossroads at each end of each listed segment.** (Word limit 10).

7. **Indicate the total project length, in miles and linear feet.** (Word limit 10).

8. **Does the project involve the Florida Shared-Use Nonmotorized (SUN) Trail network?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the trailway identification number, beginning and ending mile points. (Word limit 5).

    Yes   No

9. **Within the next five years, are non-FDOT funds being expended within the limits or adjacent to the proposed project?** If not, select "no" and indicate N/A in the space provided. If so, select "yes", and briefly explain. (Word limit 50).

    Yes   No

PART 5 – PROJECT TYPE

NOTE: Certain areas may not be prioritizing Non-infrastructure (NI) proposals or all eligible infrastructure activities (or may recommend bundling activities together). Contact your district representative for guidance.

- -

1. **PROJECT CATEGORY** Select one box that best represents the project proposal. Then, complete either the "Infrastructure" or "NI" selections.

A. Infrastructure. If so, select "yes", then select the most appropriate "infrastructure" eligible activity from listing below. (Pages range 5-6)	**B. Non-infrastructure (NI).** If so, select "yes", then select the most appropriate NI eligible activity from the listing following the Infrastructure activities. (Page range 7)

5-A. INFRASTRUCTURE ELIGIBLE ACTIVITY

Select one box that best represents the project proposal). As applicable, complete infrastructure eligible text fields.

Pedestrian and / or Bicycle facilities (Select this box for construction, planning, and design of off-road trail facilities or on-road facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation).

Safe Routes for Non-Drivers (Select this box for construction, planning, and design of infrastructure related projects and systems that provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs).

Conversion of Abandoned Railway Corridors to Trails (Select this box for conversion and use of abandoned railroad corridors into trails for pedestrians, bicyclists, or other nonmotorized transportation users).

Scenic Turnouts and Overlooks (Select this box for construction of turnouts, overlooks, and viewing areas). If "yes", list any Florida Scenic Byways visible from the project or indicate N/A in text field. (Word limit 5).

Outdoor Advertising Management (Select this box for inventory, control, or removal of outdoor advertising). If "yes", list any Florida Scenic Byways within the project limits or indicate N/A in text field. (Word limit 5).

Historic Preservation and Rehabilitation of Historic Transportation Facilities (Select this box for historic preservation or rehabilitation of historic transportation facilities). If "yes", list any locally designated or National Register of Historic Places listed or eligible resources or indicate N/A in the text field. (Word limit 5).

Vegetation Management (Select this box for vegetation management in public transportation ROW to improve roadway safety, prevent invasive species, and erosion control). If "yes", list any Florida Scenic Byways within the project limits, or indicate N/A in text field. (Word limit 5).

Archaeological Activities (Select this box for archaeological activities related to impacts from transportation projects funded by FHWA). If "yes", list the State Site Number (aka Site File Number) for the archaeological site, or indicate N/A in the text field. (Word limit 5).

Stormwater Mitigation (Select this box for environmental mitigation activities addressing stormwater management, control, and water pollution prevention or abatement related to transportation projects).

Wildlife Management (Select this box for wildlife mitigation and reduction of wildlife mortality, or to restore and maintain connectivity among terrestrial or aquatic habitats).

Boulevards (Select this box for boulevards, defined as a walkable, low speed (35 mph or less) divided arterial thoroughfares in urban environments designed to carry both through and local traffic, pedestrians, and bicyclists. These may be high ridership transit corridors; serve as primary goods movement and emergency response routes; and use vehicular and pedestrian access management techniques that promote economic revitalization and follow complete street principles]. If "yes", list any Florida Main Street communities or Florida Trail Towns within the project limits, or indicate N/A in text field. (Word limit 5).

Recreational Trails Program [Select this box for recreational trails compliant with 62-S-2, Florida Administrative Code, and 23 U.S.C. 104 (b)]. If "yes", list the parks / recreational areas within the project limits, or indicate N/A in the text field. (Word limit 5).

Safe Routes to Schools (SRTS) [Select this box for SRTS projects, codified as 23 U.S.C. 208, that substantially improves the ability of kindergarten through 12th grade students (vulnerable road users) to walk and / or bicycle to school]. Traditionally includes sidewalks, traffic calming and speed reduction, traffic diversion improvements, pedestrian and bicycle crossings, on-street bicycle facilities, off-street bicycle facilities, and bicycle parking facilities at public schools. If "yes", list the benefiting schools that are within two miles of the project limits; total student enrollment; approximate number of students living along the route; and the percentage of students eligible for reduced meal programs, or indicate N/A in the space provided. (Word limit 10).

Other surface transportation eligible purpose (Only if within urbanized areas with a population greater than 200,000). If "yes", list the eligible activity or indicate N/A in the space provided. (Word limit 5).

Select one box that represents the project proposal. Checkbox indicating NI eligible activity. Document allows one selection.

Vulnerable road user safety assessment as defined by Section 316.027 (b), F.S.

Workforce development, training and education activities that are eligible uses of TAP funds.

SRTS projects, codified as 23 U.S.C. 208. This NI activity must be primarily based at the school and benefit students and / or their parents and have documented support from the school(s). If "yes", list the benefiting schools; total student enrollment and students served by project; approximate number of students living along the route; and the percentage of students eligible for reduced meal programs, or indicate N/A in space provided. (Word limit 10).

NI COMPONENTS As applicable, insert the number of each type of proposed activity. Numerical field indicating total number NI program would provide.

Number of walk or bicycle audits.

Number of bicycle skills / safety classes.

Number of pedestrian skills / safety classes.

Number of community demonstration projects.

Number of community encouragement activities.

Number of community challenges.

Number of community workshops / stakeholder meetings.

Number of classroom / educational classes receiving pedestrian / bicycle safety instruction / education.

Number of school assemblies receiving pedestrian / bicycle safety instruction / education.

Number of training sessions to implement the SRTS program (e.g., training for volunteer walking school bus leaders, training for bicycle train leaders, etc.).

Number of after school programs receiving pedestrian / bicycle safety instruction / education.

Number of bicycle rodeos.

Number of pedestrian safety skills events.

Number of schools with walking school bus programs (defined as planned route with meeting points, a timetable, and a schedule of trained volunteers).

Number of schools with bicycle train programs (defined as a planned route with meeting points, a timetable, and a schedule of trained volunteers).

Number of student-led leadership initiatives (e.g., student patrols, peer-led learning, etc.).

Select applicable boxes describing the area and complete applicable text fields. Then, upload supporting documentation.

1. **Select one box that describes the geographic population size of the project area.**

   Non-Urban Area with a population of 5,000 or less

   Urban Area with a population greater than 5,000 but no more than 50,000

   Urban Area with a population greater than 50,000 but no more than 200,000

   Urban Area with a population greater than 200,000

2. **Is the project within the boundary of an MPO*?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the MPO in the space provided. (Word limit 5).

   Yes   No

3. **Is the project within the boundary of a Transportation Management Area (TMA)?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the TMA in the space provided. (Word limit 5).

   Yes   No

4. **Is the project within a Rural Economic Development Initiative (REDI) community or designated as a Rural Area of Opportunity (RAO) as defined pursuant to Section 288.0656, F.S.?** If not, select "no", and indicate N/A in the space provided. If so, select "yes" and indicate the REDI / RAO in the space provided. (Word limit 5)

   Yes   No

5. **Indicate the United States Congressional District number(s) of the project location.** (Word limit 5).

6. **Will the project address equity by providing benefits to traditionally underserved communities as determined by the U.S. Census?** These communities could include low-income residents, minorities, those with limited English proficiency, persons with disabilities, children, or older adults. If not, select "no", and indicate N/A in the space provided. If so, select "yes", and briefly explain how the project improves environmental justice (e.g., disadvantage community access point(s) and destinations the project benefits, median household income, free or reduced priced school meals and how SRTS projects benefit the students, etc.). (Word limit 10).

   Yes   No

7. **Are there transit stops / shelters / support facilities within the project limits?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the identification number. (Word limit 5).

   Yes   No

8. **Is the project within a high-crash pedestrian corridor (or an area with a history of crashes involving pedestrians)?**

   Yes   No

9. **Is the project within a high-crash bicycle corridor (or an area with a history of crashes involving bicyclists)?**

       Yes   No

10. **Would the project implement a bicycle or pedestrian action plan(s)?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and specify the name of the plan and date of adoption. (Word limit 5).

       Yes   No

* Metropolitan / Transportation Planning Organization / Agency (MPO)

REQUIRED UPLOAD: AREA CONDITIONS SUPPORTING DOCUMENTATION (e.g., excerpt pages from adopted plans or studies, maps illustrating transit facilities and connectivity to the improvement, short statement of support with a signature of the school official and their contact information for SRTS projects, median household income by census tract for community benefiting, collision heat maps / crash data for area surrounding project limits, etc.).

PART 7 – PUBLIC INVOLVEMENT

Public involvement, engagement, and collaboration is a key component of the federal project development process and must be conducted in accordance with applicable rules and regulations in the event the project is selected for funding. Indicate which of the following are applicable (Select all that apply). Complete the text field or indicate N/A in the space provided. Then, upload supporting documentation.

1. **Does the greater community support the project, as demonstrated by recently adopted proclamations or resolutions expressing commitment and public engagement?** If "yes", explain the engagement and how the concept evolved based on public involvement. Indicate the resolution number, adoption date, and participating parties in the space provided. If "no", indicate N/A in the space provided. (Word limit 10).

       Yes   No

2. **Was the project discussed at a regularly scheduled meeting of an advisory board of an appointed group of citizens, such as bicycle pedestrian advisory groups or similar committee that provides support toward the project?** If "yes", provide meeting information, including the date and type of advisory board meeting, and the input received. If "no", indicate N/A in the space provided. (Word limit 10).

       Yes   No

3. **Was there an advertised public meeting to discuss the project?** If "yes", provide a brief description, including the input received, how the concept evolved based on public involvement, date, and type of meeting. If "no", indicate N/A in the space provided. (Word limit 10).

       Yes   No

4. **Do recent community surveys indicate both need and support for the project and stakeholders will continue to be engaged in the implementation of the project?** If "yes", briefly explain. If "no", indicate N/A in the space provided. (Word limit 10).

       Yes   No

REQUIRED UPLOAD: PUBLIC INVOLVEMENT SUPPORTING DOCUMENTATION (e.g., resolution, proclamation, regularly scheduled meeting agenda and minutes, public meeting advertisement, community survey, letters of support, etc.).

Is the project consistent with the applicable comprehensive plan(s), transportation plan(s), capital improvement plan(s), and / or the long-term management plan(s)? [Note: Board of County Commissioners functions as MPO in nonmetropolitan areas (Section 339.135(4)(c)1, F.S.)]. If not, select "no", and indicate N/A in the space provided. If so, select "yes", and use the text field to explain consistency, include MPO prioritization number. If a modification is required, indicate the meeting date for adoption. (Word limit 10).

☐ Yes   ☐ No

REQUIRED UPLOAD: CONCURRENCY / CONSISTENCY SUPPORTING DOCUMENTATION (e.g., supporting resolution(s), excerpt from comprehensive plan(s), transportation plan(s), capital improvement plan(s), management plan(s), prioritization list, etc.).

PART 9 – ENVIRONMENTAL CONDITIONS

Select the boxes describing the Environmental Conditions. As applicable, complete the text field or indicate N/A in the space provided. Then, upload supporting documentation. Applicants for NI proposals may skip the Environmental Conditions section.

1. **Does the project involve lands identified by the Florida Wildlife Corridor Act of 2021 [Section 259.10**55, **Florida Statutes (F.S.)]?**

    ☐ Yes   ☐ No

2. **Does the project involve state-owned conservation lands?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the state-owned conservation lands. NOTE: Use of state-owned conservation lands is subject to coordination by the managing entity. (Word limit 5).

    ☐ Yes   ☐ No

3. **Does a railway facility exist within 1,000 feet of the project limits?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate railway facility. (Word limit 5).

    ☐ Yes   ☐ No

4. **Does the project physically cross a railway facility?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and indicate the crossing's railway identification number, and beginning and ending mile points. (Word limit 5).

    ☐ Yes   ☐ No

5. **Would the project provide lighting at locations with nighttime crashes?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe the proposed lighting in the space provided. (Word limit 5).

    ☐ Yes   ☐ No

6. **Would the project implement an adopted Americans with Disabilities Act (ADA) transition plan?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe proposed ADA improvements in the space provided. (Word limit 5).

    ☐ Yes   ☐ No

7. **Is an Environmental Assessment for the project complete?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe any specific issues in the space provided. (Word limit 10).

    Yes   No

8. **Is the project adjacent to locally designated or National Register of Historic Places (NRHP) listed or eligible resources?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and list resources, indicate if the resources have received Florida Department of State Historic Preservation Grant funds, and explain any preservation agreements, covenants, or easements in the space provided. If applicable, select "unknown". (Word limit 5).

    Yes   No   Unknown

9. **Are there any archaeological sites or Native American sites located within or adjacent to the project boundary?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and list State Site Number (aka Site File Number) for the sites. If applicable, select "unknown". (Word limit 5).

    Yes   No   Unknown

10. **Are there any parks, recreation areas, or wildlife / waterfowl refuges within or adjacent to the project boundary?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and list the facilities in the space provided. (Word limit 5).

    Yes   No

11. **Are there any navigable waterways adjacent to or within the project boundary?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and list the navigable waterways. (Word limit 5).

    Yes   No

12. **Are there any wetlands within or adjacent to the project limits?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe in the space provided. Include permit types required and any obtained for the project. (Word limit 5).

    Yes   No

13. **Is it likely that there are protected / endangered / threatened species and / or critical habitat impacts within the project limits?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe in the space provided. If applicable, select "unknown". (Word limit 5).

    Yes   No   Unknown

14. **Are there any potential contamination / hazardous waste areas within or adjacent to the project limits?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe in the space provided. If applicable, select "unknown". (Word limit 5).

    Yes   No   Unknown

15. **Are there any noise-sensitive areas near the project area?** If not, select "no", and indicate N/A in the space provided. If so, select "yes", and describe in the space provided. If applicable, select "unknown" (Word limit 5).

    Yes   No   Unknown

REQUIRED UPLOAD for Infrastructure (not applicable for NI): ENVIRONMENTAL CONDITIONS SUPPORTING DOCUMENTATION (e.g., labeled photographs on maps depicting conditions, permits, copy of the entire study or environmental assessment, excerpt pages from adopted plans, etc.).

Select the boxes describing the design status and complete the text fields. Then, upload supporting documentation. Applicants for NI proposals may skip the Design / Typical Section.

1. **Are signed and sealed design plans available for this project?**

    Yes   No

2. **If design plans are not at 100 percent, or do not meet current standards and / or reflect existing conditions, select the box identifying the status.** (Word limit 100).

    No design plans   30% design plans   60% design plans   90% design plans

    Other:

3. **Briefly describe the design status in the space provided.** If design is at 100 percent, indicate the date of the plans. (Word limit 100).

REQUIRED UPLOAD for Infrastructure (not applicable for NI): Typical Section(s) depicting existing and proposed features, dimensions, and ROW lines. If there are multiple segments, provide typical sections for each. If available, provide design plans.

PART 11 – OWNERSHIP / ROW STATUS

FDOT

Select the boxes describing the Ownership / ROW Status and complete applicable text fields. Then, upload supporting documentation. Applicants for NI proposals may skip the Ownership / ROW Status section.

1. **Is ROW acquisition, defined as obtaining property not currently owned by the Local Agency through any means (e.g., deed, easement, dedication, donation, etc.), necessary to complete this project?**

        Yes   No

2. **Explain the ROW status (owned / fee simple, leased / less-than fee, and / or needs) along the project boundary, including when ROW was obtained and how ownership is documented (e.g., plats, deeds, prescriptions, certified surveys, transfers, easements). Provide information for verifying ownership (e.g., book / page number, transfer agreements, dates, etc.). If ROW acquisition is necessary before constructing the proposed project and / or the applicant agency is not the landowner, indicate the necessary coordination with other owners for all fee-simple purchases and / or any less-than fee / lease needs (including temporary construction and / or other easements and / or permits for drainage, railroad, utilities, etc.) necessary to secure ROW certification. Indicate the proposed acquisition timeline, expected funding source, the total number of parcels, type of acquisition, limitations on fund use or availability, and who will acquire and retain ownership of proposed land.** (Word limit 150).

REQUIRED UPLOAD for Infrastructure (not applicable for NI): OWNERSHIP / ROW STATUS SUPPORTING DOCUMENTATION including applicable ROW Certification including ownership verification documenting site control and related landowner supporting documentation. Site control documents must include an adequate legal description of the parcel(s) comprising the project site, such that staff can compare it to the boundary map submitted with the application and evaluate whether there is control of the project site (e.g., ROW Certification, ROW maps, plats, warranty deeds, prescriptions, certified surveys, easements, use agreement, etc.). Maps should clearly show the location of each ownership in relation to the project boundary and / or limits. NOTE: provide map documentation on 8.5" x 11" scale. DO NOT provide reduced copies of original plats and or maps that cannot be read at scale. If applicable, an exhibit visually depicting the new ROW anticipated for the project, together with a spreadsheet providing the tax identification number(s) of each impacted parcel and the approximate size of the new acquisition area for each impacted parcel.

PART 12 – PROJECT IMPLEMENTATION AND COSTS

Complete either the Infrastructure Table Summary with the overall project programming (phases, schedule, and estimated costs for the proposed work) or the NI Cost Narrative Table. Then, upload supporting documentation.

Not all phase types may be eligible for TA funds, and not all areas prioritize all phases. Local agencies are responsible for covering all unanticipated cost increases, including but not limited to price inflation and increases in the cost of construction; account for them using local funds. FDOT does not allow programming TA funds for contingency costs. The local agency must have the ability to pay for non-participating costs (e.g., utility relocation). Chapter 337.14, F.S. prohibits an entity from performing both design services and construction engineering inspection services (CEI) for a project wholly or partially funded by the FDOT and administered by a local government entity.

REQUIRED UPLOAD: PROJECT IMPLEMENTATION AND COSTS SUPPORTING DOCUMENTATION.
1) Either provide a detailed engineer cost estimate if the project is designed or if the project has not been designed or is a NI project, provide a detailed opinion of probable costs (including all pay items and a timeline for deliverable). Utilize the FDOT Basis of Estimates Manual to develop a detailed estimate with FDOT pay items for construction phase estimates.
2) As applicable, letter from local agency budget office committing local funds to the project.

*** Note: Applications for NI Projects to skip to page 15.***

Infrastructure Project Phases / Work Types	Select phase(s) included in this request	INFRASTRUCTURE Table Summary Overall Project Programming (Cost Summary and Schedule)						
		Schedule (Month/Year)		Funding sources and costs ($)				
				Federal Funds		Non-Federal / Local Funds		Total Cost Estimate ($)
		Start (mm/yy)	End (mm/yy)	TA Program ($)	Other Federal ($)	Non-TA/ Local Funds ($)	Other ($)	
Planning Development (Corridor or Feasibility)								
PD&E								
Preliminary Engineering / Design (PE)								
Environmental Assessment (associated with PE)								
Permits (associated with PE)								
ROW								
Construction								
CEI								
Other costs (describe)								
Total Infrastructure Project Cost Estimate								

NI Cost Narrative Table

Below each item, explain how the item will support the program, and other appropriate details.

Budget Item	Requested Funds
Personnel Services (List titles and totals in first boxes below) In Narrative, include numbers of hours, hourly rates, who this person is, and whether it's a new position or new hours and duties added to an existing position.	
Narrative:	
Narrative:	
Narrative:	
Expenses	
Materials and Supplies:	
Educational items:	
Promotional Items:	
Other Expenses:	
Operating Capital Outlay	
Equipment:	
Total NI Project Cost Estimate	

FDOT Transportation Alternatives Program:
https://www.fdot.gov/planning/systems/systems-management/tap

FDOT Local Agency Program Manual:
http://www.fdot.gov/programmanagement/LP/Default.shtm

FDOT Office of Environmental Management PD&E Manual:
https://www.fdot.gov/environment/pubs/pdeman/pdeman-current

FDOT Basis of Estimates Manual:
https://www.fdot.gov/programmanagement/estimates/documents/basisofestimatesmanual/boemanual

Florida Safe Routes to School Guidelines:
https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm

TRANSPORTATION ALTERNATIVES PROGRAM CERTIFICATION OF PROJECT SPONSOR

PROJECT NAME:

LOCATION:

PROJECT LIMITS: (from south or west limit)

(to north or east limit)

By checking the box you agree to do the following:

Enter into a maintenance agreement with the Florida Department of Transportation (FDOT), as necessary, prior to the design phase.

Comply with the **Federal Uniform Relocation Assistance and Acquisition Policies Act** for any Right of Way actions required for the project.

Provide any required funding match, incur any additional expenses beyond the approved project costs in the LAP agreement, and are responsible for any non-participating items (e.g. utility relocations).

Pursue or retain LAP certification and enter into a LAP agreement with FDOT.

Comply with NEPA process prior to construction, including any necessary involvement with the State Historic Preservation Officer (SHPO), and other State and/or Federal agencies, prior to construction.

I further certify that the estimated costs included herein are reasonable and agree to follow through on the project once programmed in the FDOT's Work Program. I fully understand that significant increases in these costs could cause the project to be removed from the FDOT's Work Program.

_____

* Signature

_____

Name (please type or print)

_____

Title

_____

Date

* This should be executed by person who has signatory authority for sponsor and is authorized to obligate services and funds for that entity (generally chairman of the board or council).

Florida Department of Transportation

Transportation Alternatives Set-Aside Program Guidance and Procedures

Effective June 2019/Updated May 2021

FDOT

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Contents

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Important Information for Project Sponsors

- Transportation Alternatives (TA) is a federal cost reimbursement grant program-- no money is provided upfront.

- Normally, the federal share for TA projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Program. Therefore, project sponsors are not required to provide the 20 percent match. For "over 200,000 population" funds, Metropolitan Planning Organizations (MPOs) within Transportation Management Areas (TMAs) may solicit a local match as part of their program guidelines.

- Projects must conform to one of the 10 categories of eligibility, as described on page 13 of this guidance.

- Effective December 2015, with the passing of the Fixing America's Surface Transportation (FAST) Act, nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. All other non-profits remain ineligible.

- FDOT requires locally administered infrastructure projects be implemented by a Local Agency Program (LAP) certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of "construction" in Title 23 of the United States Code, Section 101(a)(4). Non-profit organizations are not eligible for LAP certification. Note: In limited circumstances, planning studies and research studies would not require LAP certification.

- If the project applicant intends to administer the project but is not LAP certified at the time of application submittal, they may seek project-specific certification prior to project authorization if their application is selected, or partner with a LAP certified agency or with FDOT to serve as the project sponsor or implementing agency. The implementing agency must be LAP certified at the time the project is programmed. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.

- Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.

- FDOT is a decentralized agency, and each FDOT district office is responsible for administering their share of TA funding in compliance with the FAST Act. For FDOT district TA information and contacts, see Appendix A of this guidance.

- Safe Routes to School (SRTS) projects are eligible for TA funding but will need to comply with the Florida SRTS program requirements if FDOT SRTS program funds are to be used on any phase of the project. For more information, visit https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm.

Purpose

This Transportation Alternatives (TA) Guidance and Procedures document was developed by the Florida Department of Transportation (FDOT) in response to the changes resulting from the passage of the Fixing America's Surface Transportation Act. This document was developed to provide guidance for the consistent implementation of TA across the State and will be updated annually.

This document provides information on how FDOT administers TA funding, including:

- Eligible project sponsors
- Eligible project activities
- Project applications
- Project selection, and
- Other regulatory requirements

Background

Transportation Alternatives Set-Aside is a continuation of a federal transportation funding program first established as the Transportation Enhancement Program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). The Transportation Enhancement Program saw little to no changes from 1991 to 2012 as it was carried forward through two subsequent transportation funding bills: The Transportation Efficiency Act for the 21 Century (TEA-21), and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

However, the Moving Ahead for Progress in the 21st Century Act (MAP-21) signed into law in 2012 established a new program to provide for a variety of alternative transportation projects. The Transportation Alternatives Program (TAP) consolidated funding from Transportation Enhancements, Safe Routes to School, and the Recreational Trails Program (RTP), which were separately funded programs under SAFETEA-LU, into a single funding source. RTP funding was made a set-aside from the TAP funds; unless the Governor opts out, the RTP apportionment was to be set aside from the State's TAP funds specifically for RTP.

In December 2015, the Fixing America's Surface Transportation (FAST) Act was passed, eliminating MAP-21 TAP and replacing it with "a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives (TA)." The new program, referred to as the Transportation Alternatives Set-Aside or TA Set-Aside, includes all the same provisions as TAP, with one notable change: nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. In Florida, RTP is set-aside from the State's TA funds.

Transportation Alternatives Set-Aside Overview

The TA Set-Aside program provides funding for programs and projects consistent with details described under 23 U.S.C. 133(h)(3), including 1) Transportation Alternatives, 2) Recreational Trails Program, 3) Safe Routes to School Program, and 4) planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.[1]

Florida administers TA funds through the Florida Department of Transportation (FDOT); the Florida Department of Environmental Protection manages the Recreational Trails Program (RTP) funds. For more information on the administration of RTP funds, visit https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program. This program guidance will focus on how the remaining TA Set-Aside funds are administered by FDOT for Transportation Alternatives. Note that FDOT includes Safe Routes to School as eligible projects under Transportation Alternatives.

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1   Note that Florida has opted not to use TA Set-Aside funds for planning, designing or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Transportation Alternatives Funding

Nationally, $835 to $850 million is available for eligible projects through the TA Set-Aside program each year.[2] As defined in the FAST Act, each state receives the same proportionate share of these funds as they received in FY2009 through the Transportation Enhancement Program. This translates into an overall apportionment of $51,733,446 in TA Set-Aside funds for the State of Florida since 2018, including Recreational Trails Program (RTP) funding.[3]

Funding Allocations

Per the legislation, Florida has set aside $2,602,532 of their apportionment for the RTP, and the remaining $49,130,914 is allocated to Transportation Alternatives and then divided into two categories:

1. Fifty (50) percent of the funds are allocated to any area of the State ("any area").

2. Fifty (50) percent of the funds are sub-allocated to areas based on population ("by population").

The "any area" funds may be used on any project within the state, while "by population" funds must be spent in the region to which they are allocated. The "by population" sub-allocations are based on the share of the population located in the following areas of the State according to the most recent Census:

- Areas with a population of 5,000 or less;

- Areas with a population between 5,001 and 200,000;

- Areas with an urbanized area population greater than 200,000

The funding allocations are further explained below. Figure 2 provides a flowchart of Florida's typical distribution of TA Program funds.

Statewide TA "Any Area" funds - FDOT work program fund code TALT

The FAST Act allocates funding to be used statewide at the discretion of the state.

- Approximately $24.5 million is typically allocated to FDOT for "any area" funds.

- Funding can be used anywhere in the state.

- TALT (any area) funds are apportioned to FDOT districts using a statutory formula that is based on population and fuel tax.

- The competitive application round for these funds is open to all eligible sponsors within FDOT districts, including sponsors located in urbanized areas that receive TA funding allocations

"By Population" funds

Areas with less than 5,000 Population - FDOT work program fund code TALN

The FAST Act allocates funding to areas with less than 5,000 population. Approximately $3 million is typically allocated to FDOT for this population category.

Areas with greater than 5,000 but less than 200,000 Population - FDOT work program fund code TALL

The FAST Act allocates funding to areas of greater than 5,000 but less than 200,000 population. Approximately $3.3 million is typically allocated to FDOT for this population category.

Areas with greater than 200,000 Urbanized Population - FDOT work program fund code TALU

The FAST Act allocates funding directly to urbanized areas with a population greater than 200,000, otherwise known as Transportation Management Areas (TMAs).

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2   https://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm

3   Estimate based on 2019 distribution: https://www.fhwa.dot.gov/legsregs/directives/notices/n4510832/n4510832_t2.cfm

- According to the Federal Register, Volume 77, No. 138[4], there are 15 designated TMAs in Florida: Miami, Tampa-St. Petersburg, Orlando, Jacksonville, Sarasota-Bradenton, Cape Coral, Palm Bay-Melbourne, Port St. Lucie, Palm Coast-Daytona Beach-Port Orange, Pensacola, Florida-Alabama, Kissimmee, Bonita Springs, Lakeland, Tallahassee, and Winter Haven.

- Florida has 27 Metropolitan Planning Organizations (MPOs) serving metropolitan areas with a wide range of population sizes. In Florida, MPOs are also referred to as Transportation Planning Organizations (TPO) and Transportation Planning Agencies (TPA); for the purposes of this document, they will collectively be called MPOs. Eighteen (18) of the State's 27 MPOs are represented within the State's fifteen 15 TMAs (Figure 1).

  » Approximately $19 million in "over 200K population" funds for TMAs is typically allocated to FDOT. This amount is divided among the 15 TMAs based on population (Figure 2).

  » Eligible entities (Project Sponsors) within TMAs submit eligible projects which are prioritized and selected through a competitive process administered by the MPOs in consultation with their FDOT district office.

FDOT is a decentralized agency, and each FDOT district office receives an apportionment of TA funds to administer through a competitive process in compliance with the FAST Act. Typical TA funding apportionment by FDOT district is detailed in Table A.

Table A: Typical Florida Transportation Alternatives Funding Apportionment by FDOT District

District	Any Area Funds (FDOT Fund Code TALT)	Population < 5K (FDOT Fund Code TALN)	Population > 5K but < 200K (FDOT Fund Code TALL)	Population > 200K (FDOT Fund Code TALU)	Total
1	$3,461,501	$384,463.05	$545,541	$2,544,874	$6,936,378
2	$2,777,848	$689,377.01	$687,280	$1,391,796	$5,546,301
3	$1,824,492	$739,743.56	$608,347	$750,009	$3,922,592
4	$4,557,648	$105,532.22	$182,987	$4,432,039	$9,278,206
5	$5,180,441	$267,635.92	$819,011	$3,431,663	$9,698,750
6	$3,108,324	$52,693.40	$63,890	$3,248,608	$6,473,515
7	$3,655,204	$58,849.85	$370,744	$3,190,373	$7,275,171
FDOT Total	$24,565,457	$2,298,295	$3,277,801	$18,989,362	$49,130,914

Source: FDOT Work Program and Budget, October 30, 2018. Figures do not include Recreational Trails Program funding. Figures may vary slightly from Federal Register (Figure 2) due to rounding.

Note: Table A describes federal funding that was allocated for FY2020 via legislation and apportioned to FDOT districts. However, FDOT operates under a 5-year work program in order to maximize production and service capabilities. Project applications submitted in one fiscal year will be tied to future fiscal year planning and funding. Check with your FDOT district and/or MPO for more information on amounts available for project applications.

Funding and Matching Requirements

Normally, the federal share for TA projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Program. Therefore, project sponsors are not required to provide the 20 percent match.

FDOT generally administers TA projects through the Local Agency Program (LAP). Information on the LAP can be found on FDOT's LAP webpage at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.

Cost Reimbursement of Approved Expenses

TA is a cost reimbursement grant program. Projects must go through multiple levels of review and approval to become eligible for reimbursement. Once the Federal Highway Administration (FHWA) has authorized a project and the project sponsor has entered into an agreement with FDOT, project costs may be incurred and ultimately reimbursed. Note that costs incurred prior to FHWA authorization and execution of the agreement are not eligible for reimbursement.

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4 https://www.govinfo.gov/content/pkg/FR-2012-07-18/pdf/2012-17514.pdf

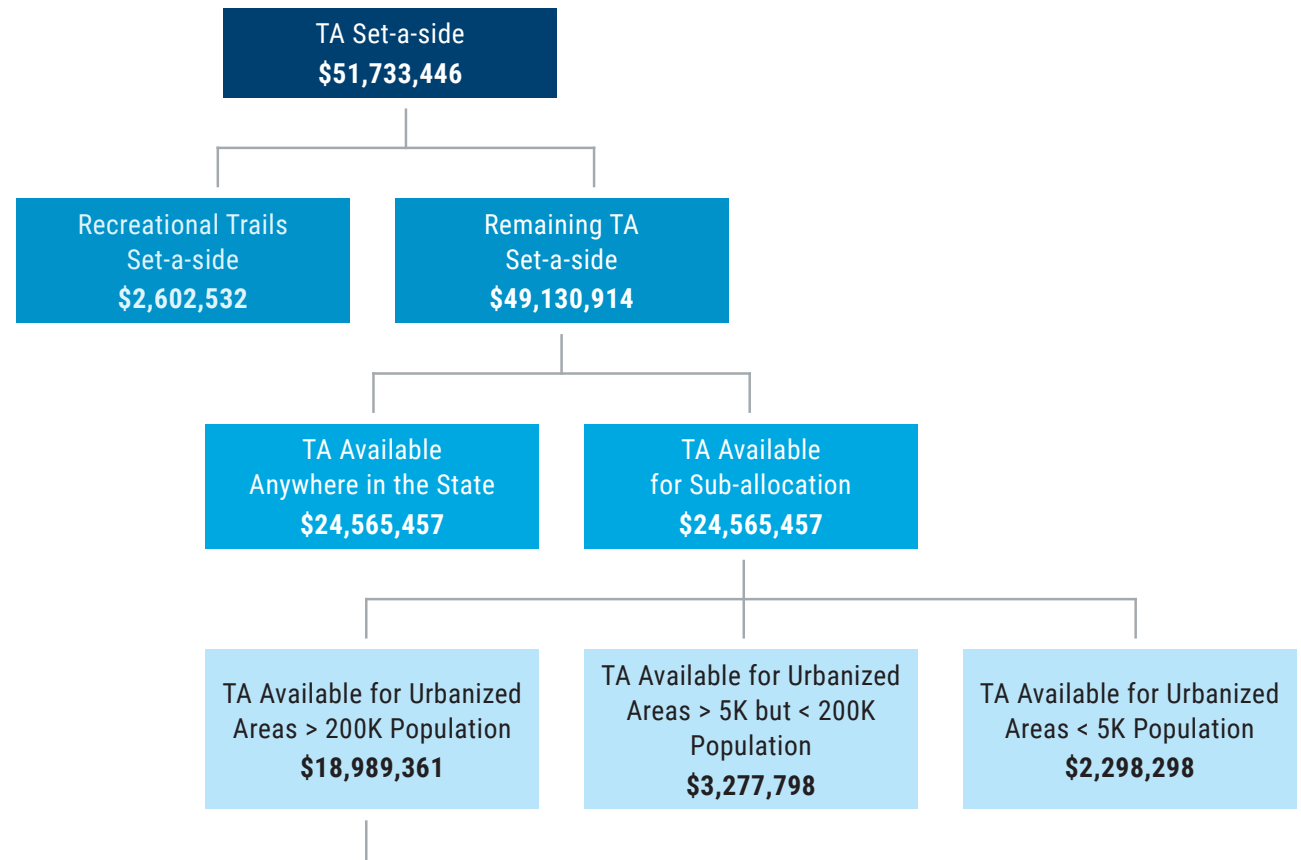## Figure 1: Map of Florida Metropolitan Planning Organizations
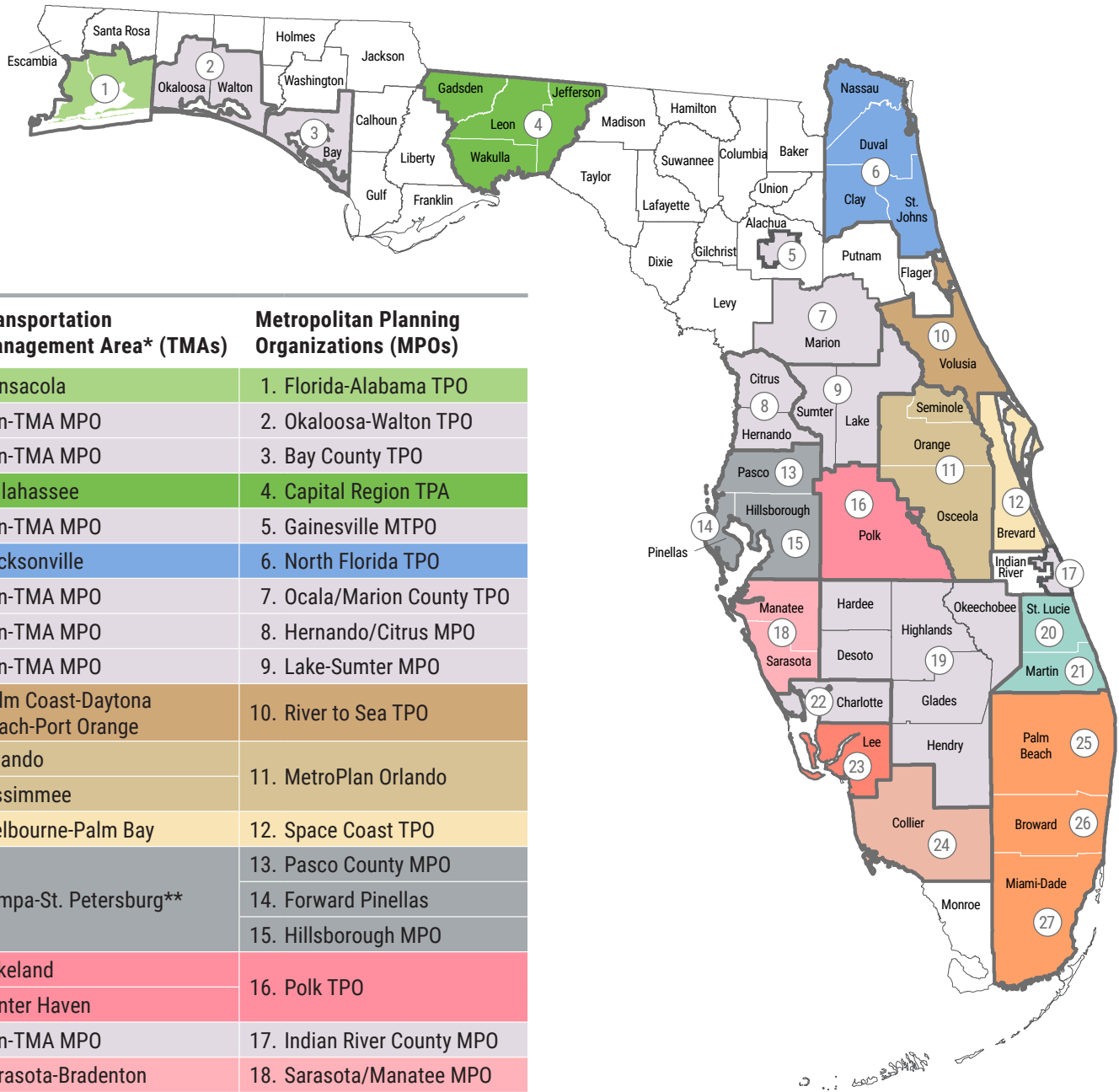
Transportation Management Area* (TMAs)	Metropolitan Planning Organizations (MPOs)
Pensacola	1. Florida-Alabama TPO
non-TMA MPO	2. Okaloosa-Walton TPO
non-TMA MPO	3. Bay County TPO
Tallahassee	4. Capital Region TPA
non-TMA MPO	5. Gainesville MTPO
Jacksonville	6. North Florida TPO
non-TMA MPO	7. Ocala/Marion County TPO
non-TMA MPO	8. Hernando/Citrus MPO
non-TMA MPO	9. Lake-Sumter MPO
Palm Coast-Daytona Beach-Port Orange	10. River to Sea TPO
Orlando	11. MetroPlan Orlando
Kissimmee	
Melbourne-Palm Bay	12. Space Coast TPO
Tampa-St. Petersburg**	13. Pasco County MPO
	14. Forward Pinellas
	15. Hillsborough MPO
Lakeland	16. Polk TPO
Winter Haven	
non-TMA MPO	17. Indian River County MPO
Sarasota-Bradenton	18. Sarasota/Manatee MPO
non-TMA MPO	19. Heartland Regional TPO
Port St. Lucie**	20. St. Lucie TPO
	21. Martin MPO
non-TMA MPO	22. Charlotte County-Punta Gorda MPO
Cape Coral	23. Lee County MPO
Bonita Springs	24. Collier MPO
Miami**	25. Palm Beach TPA
	26. Broward MPO
	27. Miami-Dade TPO

* Urbanized population over 200,000

** Tampa-St. Petersburg, Port St. Lucie and Miami TMA's contain multiple MPOs.

**Figure 2: Florida's Distribution of TA Set-Aside Program Funds**

TA Set-a-side
$51,733,446

Recreational Trails
Set-a-side
$2,602,532

Remaining TA
Set-a-side
$49,130,914

TA Available
Anywhere in the State
$24,565,457

TA Available
for Sub-allocation
$24,565,457

TA Available for Urbanized
Areas > 200K Population
$18,989,361

TA Available for Urbanized
Areas > 5K but < 200K
Population
$3,277,798

TA Available for Urbanized
Areas < 5K Population
$2,298,298

TMA	Sarasota-Bradenton	Cape Coral	Bonita Springs	Lakeland	Winter Haven	Jacksonville	Pensacola	Tallahassee	Port St. Lucie		Miami			Orlando	Melbourne-Palm Bay	Palm Coast-Daytona Beach-Port Orange	Kissimmee	Tampa-St. Petersburg		
District	1	1	1	1	1	2	3	3	4	4	4	6	5	5	5	5		7		
MPOs included in TMA	Sarasota/ Manatee MPO	Lee County MPO	Collier MPO	Polk TPO	Polk TPO	North Florida TPO	Florida-Alabama TPO	Capital Region TPA	St. Lucie TPO	Martin MPO	Broward MPO	Palm Beach TPA	Miami-Dade TPO	MetroPlan Orlando	Space Coast TPO	River to Sea TPO	MetroPlan Orlando	Forward Pinellas	Hillsborough MPO	Pasco County MPO

February 7, 2019

Eligible Entities (Project Sponsors)

Eligible entities are those that can receive TA Program funds. The FAST Act carried forward the eligible entities from the TAP in MAP-21 and adds "non-profit entities responsible for the administration of local transportation safety programs" as eligible sponsors. Eligible project sponsors descriptions below are adapted from 23 U.S.C. 213(c)(4)(B).
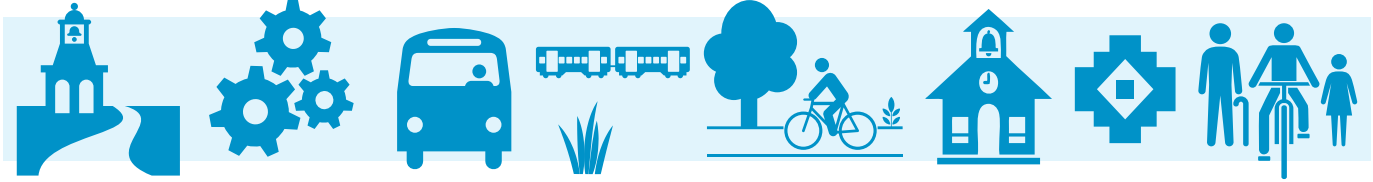
- **Local governments**. Local government entities include any unit of local government below a State government agency, except for an MPO*. Examples include city, town, township, village, borough, parish, or county agencies.

- **Regional transportation authorities**. Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section of the legislation [23 U.S.C. 135(m)].

- **Transit agencies**. Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.

- **Natural resource or public land agencies**. Natural resource or public land agencies include any federal, tribal, state, or local agency responsible for natural resources or public land administration. Examples include:
  - » State or local park or forest agencies;
  - » State or local fish and game or wildlife agencies;
  - » Department of the Interior Land Management Agencies; and
  - » U.S. Forest Service.

- **School districts, local education agencies, or schools**. School districts, local education agencies, or schools may include any public or non-profit private school. Projects should benefit the general public and not only a private entity.

- **Tribal governments**

- **Non-profit entity responsible for the administration of local transportation safety programs**. Examples include a non-profit entity responsible for:
  - » a local program implementing 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; and
  - » a safe routes to school program.

- **Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the State determines to be eligible and consistent with the goals of 23 U.S.C. 213 (c)**.

The Florida Department of Transportation and Metropolitan Planning Organizations (MPO) are not eligible project sponsors; however, they may partner with an eligible project sponsor and serve as the implementing agency to help a project sponsor carry out a project.

Non-profit organizations are not eligible project sponsors unless they qualify through one of the eligible entity categories listed above (e.g., where a non-profit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs). Non-profit organizations that do not qualify via the legislation are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

FDOT requires locally administered infrastructure projects be implemented by a LAP certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of "construction" in Title 23 of the United States Code, Section 101(a)(4). In limited circumstances, planning studies and research studies would not require LAP certification. Non-profit organizations are not eligible for LAP certification. If the project sponsor is not LAP certified, they may partner with a LAP certified agency or with FDOT to serve as the implementing agency. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.

Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.

Eligible Projects and Activities

TA funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 23 U.S.C. 213(b)(1) as such provisions were in effect on the day before the date of enactment of the FAST Act. To be eligible for funding under the TA Program, projects must fall under at least one of the ten categories outlined in the legislation (Table B).

However, the legislation gives "states and Metropolitan Planning Organizations (MPOs)…discretion about how to establish project priorities, or whether to fund (or not fund) particular categories. There is no requirement to consider all eligible TA activities equally."[5] FDOT developed TA project eligibility guidance (Appendix B) to provide specific examples of eligible projects and activities in each category described in the legislation. The content is based on guidance from FHWA, and input from FDOT's Transportation Alternatives Working Group, made up of FDOT district representatives.

Note that the FDOT TA Project Eligibility Guidance is not intended to be comprehensive, but instead provides examples to assist applicants in understanding eligible project types. The final decision on project eligibility remains at the discretion of the FDOT district reviewing the application as long as it is consistent with federal eligibility.

Table B: TA Eligible Project Categories

TA Eligible Project Categories
1. Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)
2. Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)
3. Conversion and use of abandoned railroad corridors for non-motorized use
4. Construction of turnouts, overlooks, and viewing areas
5. Inventory, control or removal of outdoor advertising
6. Historic preservation and rehabilitation of historic transportation facilities
7. Vegetation management practices in transportation rights of way
8. Archaeological activities related to impacts from transportation projects
9. Environmental mitigation activities
10. Safe Routes to School: Safe Routes to School projects are eligible under TA. For additional information on eligible activities, see https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects. Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm

Note: Utility work is not eligible for funding unless it's incidental to a project and in-kind replacement, such as relocating a manhole when creating a bike lane.

Project Eligibility Determinations

Project sponsors should propose projects that clearly fit into the eligible categories defined in this document. It is the responsibility of the project sponsor to explain in their application how the project aligns with the guidelines for eligible project activities. FDOT districts will make the final determination on project eligibility and will disallow any project that is not clearly eligible.

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5   https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

Project Sponsor Expectations and Requirements

It is the responsibility of each project sponsor to read this guidance, and any additional guidance or materials from their FDOT district or MPO as appropriate, and become familiar with the application, selection, and implementation procedures associated with the FDOT TA Program. Applying for federal funds begins a significant undertaking, which must be led by the project sponsor from start to finish. Project sponsors unable to navigate the federal requirements may be subject to forfeiture of awarded funds and project cancellation. Note: the use of federal funds on any phase of the project federalizes all phases of the project, meaning that all other phases of the project also become subject to federal requirements.

An overview of the requirements and process for a locally-administered federal project can be found in the FDOT Local Agency Program (LAP) Manual at www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm. The LAP Manual establishes consistent and uniform practices for authorizing other Local Agencies to use Federal-Aid funds provided through FDOT, including allocations, and describes the implementation process, responsibilities and requirements.

Project Application Submittal Process

Each FDOT district administers its portion of Florida's TA Program funds through an annual competitive application process. This section generally describes the application cycle and submittal process for TA funds. Please contact your appropriate FDOT district for specific information related to its application cycle and process; See Appendix A for FDOT district TA contact information.

Application Cycle

Applications for TA projects may be submitted on an annual basis. Each FDOT district office sets its own schedule for application submittals and evaluations, but most follow a process that allows selected applications to be programmed in the FDOT Tentative Work Program each year (see Table C). Applicants should contact their respective FDOT district office for specific processes and schedule dates.

Table C: Typical FDOT TA Application Submittal and Evaluation Process (varies by district)

Process Step
Application Solicitation
Application Submittal
Project Selection and Programming

Application Submittal

Project sponsors are required to submit applications for TA funding through the FDOT Grant Application Process (GAP - online system) by clicking here: www.flgap.com/. GAP system support is provided at: 888-238-9707 or flgap@blackcatsupport.com. A Username and Password are required to access the system, and the webpage includes a link for project sponsors to request user access. FDOT districts work with their region's MPOs and counties to solicit, review and select TA project applications.

Application

As of July 1, 2021 a standardized statewide FDOT TA Application will be used by all FDOT districts, see Appendix C. Districts may have additional documentation or submittal requirements. Project sponsors must contact your appropriate FDOT district for information on all requirements.

Project Cost Estimate and Funding Request

The project application must include a well-defined scope of work which lays the foundation for an accurate budget. Budget considerations are very important, and an itemized list of funds being requested (including labor, supplies, materials and other anticipated costs) are required in the application. Cost estimates must be based on the year in which the project is anticipated to be delivered rather than the year that the application is submitted. It is important to note that if selected for funding, the project is typically programmed in the next new fifth year of the adopted Work Program.

The project cost estimate and funding request should be divided into project development phases. The most common phases include planning, preliminary engineering, right-of-way acquisition, construction and Construction Engineering and Inspection (CEI) services. The cost estimate should identify all sources of funding and how each activity will be funded. Sources of funds other than TA may include other federal funds (not US DOT funds), state, local, donated services, in-kind services, volunteer and Youth Conservation Corps.

Project sponsors are responsible for all cost overages, including those caused by inaccurate or incorrect project cost estimating.

Note: As each FDOT district has established procedures for administering its apportionment of TA funding, some FDOT districts and MPOs have set minimum or maximum project costs, or both. Some districts only reimburse for selected phases of the project. It is the responsibility of the project sponsor to read relevant FDOT district and MPO application materials in addition to this guidance.

Project Selection and Programming

The FAST Act requires TA projects be selected through a competitive selection process (23 U.S.C. 133(h)(2)). While FDOT is responsible for programming all TA funds, the legislation gives TMA MPOs the authority to develop and administer their own competitive selection procedures for funds sub-allocated to areas with greater than 200,000 population. FDOT oversees TMA procedures and more directly manages selection of projects for all other TA funds, but consults with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

Once the evaluation and selection process is completed and approved, the FDOT district office will program projects based on priority, the availability of funds, the implementing agency, and the capacity of the applying agency to implement the project.

FHWA has issued guidance that explains who is responsible for the selection process and Table D describes how TA project selection is managed in Florida. As neither the FAST Act nor FHWA have established standards, procedures, or processes for the competitive selection of projects, development of a competitive selection process is left to the State and MPOs.

TA Project Selection Evaluation Criteria

Each agency that reviews TA applications, whether an MPO or FDOT district office, must utilize documented selection criteria to evaluate project applications. FDOT requires all district offices to assess the **eligibility** and **feasibility** of project applications as defined below.

1. **Eligibility**. Projects must meet all eligibility criteria to receive funding consideration:

   » Sponsor eligibility - Is the project sponsor an eligible applicant?

   » Project eligibility - Does the project fit within the eligible project categories for the TA Program?

   FDOT has developed TA project eligibility guidance (Table B) to clarify how the state interprets which specific projects are eligible in Florida. The final decision on project eligibility remains at the discretion of the FDOT district.

Table D: FDOT TA Project Selection Process

Area Funds	FDOT and MPO Roles
Areas with >200,000 urbanized population – TALU fund code	**MPOs within the TMAs** manage application solicitation. Project sponsors submit applications through the Florida DOT Grant Application Process (GAP). **MPOs within the TMAs** manage application review and selection in consultation with the FDOT district office.
Areas with >5,000 but <200,000 population – TALL fund code	**FDOT district offices** manage application solicitation in coordination with MPOs and counties. Project sponsors submit applications through the Florida DOT Grant Application Process (GAP). **FDOT district offices** manage project selection with consideration of prioritized project submittals by MPOs and/or counties.
Areas with <5,000 population – TALN fund code	
Any area of the State – TALT fund code	

2. **Feasibility**. Can the project be completed within the cost and timeframe presented in the application? At the discretion of the FDOT district, this may include consideration of some or all of the following feasibility factors:

    » Cost estimate
    » Scope of work
    » Funding availability (FDOT district TA funds)
    » Right-of-Way availability
    » Environmental impacts/permitting issues
    » Utilities
    » Constructability and readiness
    » Status of project sponsor or implementing agency's Local Agency Program (LAP) certification
    » Local agency ability to pay for non-participating costs and/or provide a funding match
    » Prior investments from public agency applicant
    » Maintenance responsibility (has it been identified/secured)
    » Other factors as identified by the FDOT district

3. FDOT districts also have the option to assess **additional selection factors** to address regional or local priorities; please contact your appropriate FDOT district office to confirm selection criteria. These may include factors such as:

    » Public support for the project (documentation of public involvement/support should be provided with application)
    » Connectivity
    » Applicant past performance on project implementation
    » Geographic equity
    » Project schedule
    » Mobility of disadvantaged groups
    » Other factors as determined by the FDOT district

4. Finally, if the project is within the boundaries of an MPO, FDOT districts consider the **MPO project priority ranking** when selecting applications. If outside of MPO boundaries, FDOT districts may consider the county priority ranking as well. For more information on MPO prioritization criteria, please contact the appropriate MPO or FDOT district office.

Competitive Selection Process

FDOT is responsible for programming all TA funds and directly manages or oversees selection of projects in consultation with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

MPO areas under 200,000 population

In all MPO areas under 200,000 population, FDOT districts manage TA application collection, review and selection in collaboration with their respective MPOs. Applications are evaluated by the FDOT districts using the selection criteria as described above, which include consideration of MPO project priority ranking. Projects determined eligible and feasible may then be considered for funding and programming in the FDOT Work Program.

Areas outside of MPOs

For areas outside of MPOs, FDOT districts manage TA application collection, review and selection in collaboration with their respective local agencies. Applications are evaluated by the FDOT districts using the selection criteria as described above, which includes an option to consider county project priority ranking. Projects determined eligible and feasible may then be considered for funding and programming in the FDOT Work Program.

Over 200,000 urbanized population

The FAST Act provides TMAs (urbanized areas with over 200K population) with the authority to administer their own competitive selection procedure for TA funds. MPOs within the TMAs are responsible for communicating program guidance and eligibility criteria and a project scoring and selection procedure that reflects regional priorities. These MPOs must include the minimum selection evaluation criteria outlined in this guidance or may opt to use the competitive selection evaluation criteria developed by FDOT district offices for the other TA Program funds. Regardless, when the competitive process and materials have been developed, the MPO must submit them to their respective FDOT district office for review in partnership with the FDOT Central Office to confirm that a required competitive process for eligible projects was used. The MPO must submit three documents to the FDOT district office prior to soliciting TA applications:

1. The MPO's competitive selection process, including:

   a. Persons involved in project review, scoring and selection
   b. A summary of the competitive selection process
   c. A scoring matrix or weighting criteria, as relevant

2. Additional regional program guidance, as relevant

3. A list of eligible project activities. MPOs may use or adapt FDOT's eligible project list if choosing to fund only certain project categories. All project activities must comply with the federal legislation.

In TMAs with multiple MPOs, either the MPOs will each develop a priority list for TA funding applications or will coordinate and agree upon a single project priority list for the TMA. Once each TMA has finalized its regional project selection, they will coordinate with their respective FDOT district office to indicate their selection. For a list of Florida TMAs and information on TMA funding allocations see Figure 1 and Figure 2.

Project Programming

Once the project evaluations are complete, priorities established, and selections made for inclusion in the Work Program, FDOT districts will prepare an official project estimate by phase, using budget information submitted by the project sponsor, for budgeting and programming purposes. Selected projects will be programmed in the FDOT Tentative Work Program according to the Work Program Instructions to commit the funds to the project. FDOT cannot request authorization without the local agency providing all necessary documentation, such as plans and permits, for the project. In MPO areas, FDOT districts will coordinate with the MPO for any necessary amendments to the Transportation Improvement Program (TIP).

Other Regulatory Requirements

There are a number of state and federal regulatory requirements that apply to the TA Program which are described in the Local Agency Program (LAP) Manual. A FDOT district LAP Administrator will assist with the interpretation and application of requirements, but it is the responsibility of the project sponsor to review the LAP Manual.

Below is a list of some of these requirements with which the project sponsor should be familiar.

- Agreements and Eligible Costs
- Reimbursement
- Public Involvement
- Environmental Clearance
- Consultant Selection for Project Development and Implementation
- Treatment of Projects
- Design and Implementation Requirements

- Right-of-Way Clearance
- Permits
- Bidding
- Construction
- Maintenance

Anticipated Roles for FDOT and Planning Partners

FDOT Central Office

- Create statewide guidance and policy.
- Develop and maintain a website with general information for the public, including project sponsors (https://www.fdot.gov/planning/systems/tap/default.shtm).
- Promote the program and disseminate information to partners and the public.
- Create statewide application and application guidance.
- Provide guidance on project eligibility and sponsor eligibility for applications.
- Maintain a database of submitted applications and awarded projects.

FDOT Districts

- Provide support to project sponsors as they develop applications.
- Work with Planning Partners (MPOs and Counties) to assess project eligibility and feasibility.
- Work with Planning Partners to review, comment, and rank applications.
- Enter into cost-reimbursable contractual agreements with sponsors to successfully deliver selected projects.

MPOs > 200,000 Urbanized Population (TMA MPOs)

- Communicate program guidance and eligibility criteria.
- Communicate funding availability to eligible sponsors.
- Review and rank applications through a competitive process.
- Select projects for their regional TA allocation.
- Assure projects recommended for funding can be delivered in a timely manner by the sponsor.

MPOs <200,000 Population

- Communicate funding availability to eligible sponsors.
- Assure that projects recommended for funding can be delivered in a timely manner by the sponsor.
- Review, rank and provide comments to Central Office for all applications received from their area.

Project Sponsors

- Identify the FDOT district TA Program contact.
- Identify if the project falls within an MPO.
- Read the Florida Department of Transportation TA Program Guidance and Procedures document, and any additional guidance or materials from relevant FDOT districts or MPOs as appropriate to determine application cycle.
- Become familiar with the application, selection and implementation procedures associated with the FDOT TA Program and the FDOT district or MPO as appropriate.

Resources

Federal Resources

The Federal Highway Administration TA implementation guidance: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm.

Federal Guidance for the Recreational Trails Program: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/.

The Rails to Trails Conservancy tracks state spending of Transportation Alternatives funds through annual data collection from states. Project tracking information and annual spending reports are housed on the Transportation Alternatives Data Exchange (TrADE) site: https://trade.railstotrails.org/index.

Florida Resources

The Florida Department of Transportation TA webpage: https://www.fdot.gov/planning/systems/tap/default.shtm

The Florida Department of Transportation Safe Routes to School Program webpage: https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm.

The Florida Department of Transportation Local Agency Program (LAP) website: https://www.fdot.gov/programmanagement/LAP/default.shtm.

The Florida Department of Environmental Protection Recreational Trails webpage: https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program

Coordination with Central Office

Chris Edmonston and Robin Birdsong oversee FDOT's Transportation Alternatives Program and can assist with related questions.

Chris Edmonston | Systems Implementation Office Manager
Florida Department of Transportation
Systems Implementation Office
605 Suwannee Street, MS 19
Tallahassee, FL 32399
(850) 414-4813
chris.edmonston@dot.state.fl.us

Robin Birdsong | Statewide Transportation Alternatives Set-Aside Program Manager
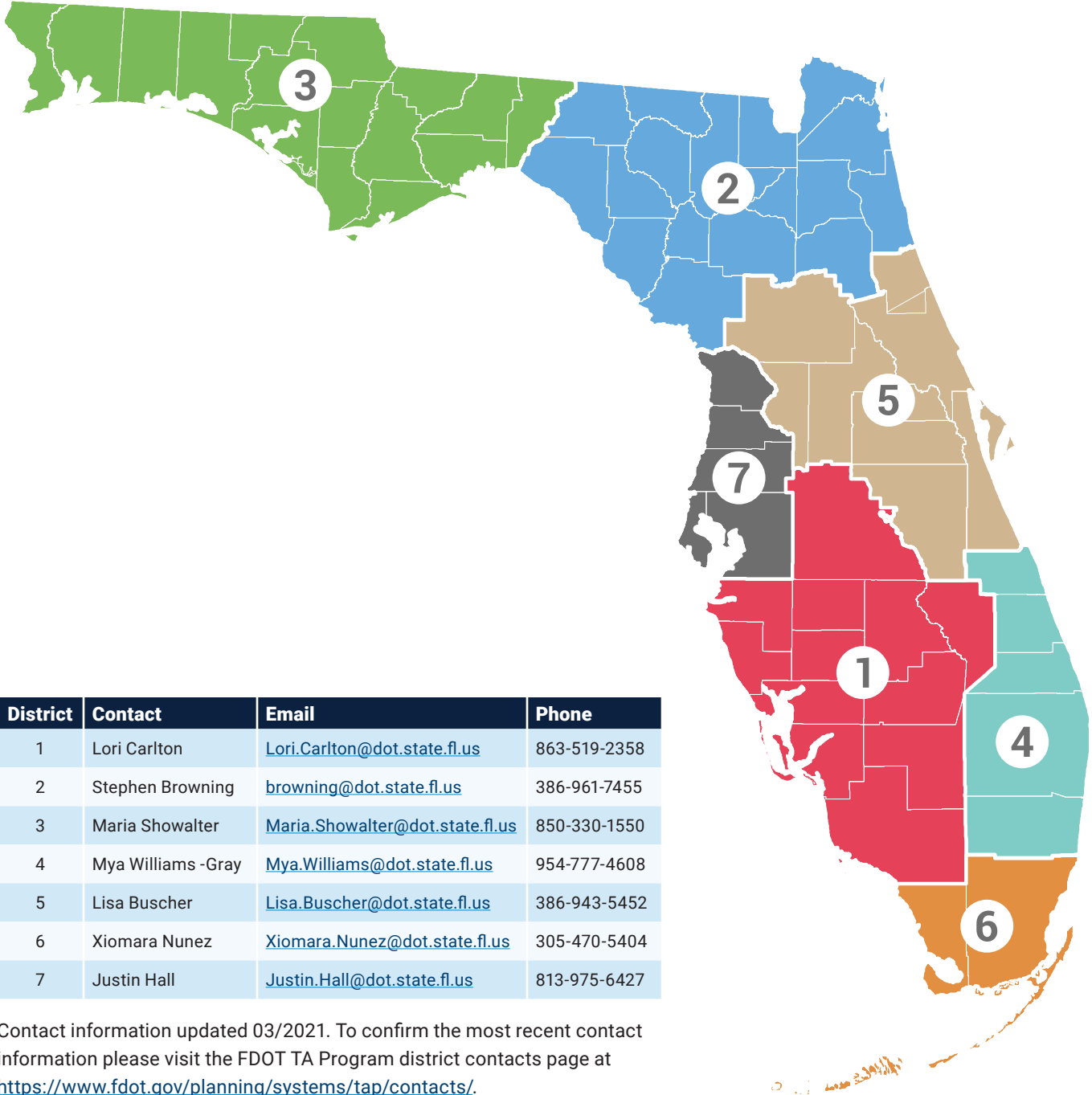Florida Department of Transportation
(850) 414-4922
robin.birdsong@dot.state.fl.us

Appendix

Appendix A

FDOT Districts and TA Program Contacts

District	Contact	Email	Phone
1	Lori Carlton	Lori.Carlton@dot.state.fl.us	863-519-2358
2	Stephen Browning	browning@dot.state.fl.us	386-961-7455
3	Maria Showalter	Maria.Showalter@dot.state.fl.us	850-330-1550
4	Mya Williams -Gray	Mya.Williams@dot.state.fl.us	954-777-4608
5	Lisa Buscher	Lisa.Buscher@dot.state.fl.us	386-943-5452
6	Xiomara Nunez	Xiomara.Nunez@dot.state.fl.us	305-470-5404
7	Justin Hall	Justin.Hall@dot.state.fl.us	813-975-6427

Contact information updated 03/2021. To confirm the most recent contact information please visit the FDOT TA Program district contacts page at https://www.fdot.gov/planning/systems/tap/contacts/.

Appendix B

FDOT Transportation Alternatives Project Eligibility Guidance

Eligible	Not Eligible
1. Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)	
• Pedestrian infrastructure such as new sidewalks, crosswalks, etc. • Bicycle infrastructure such as bike lanes, bicycle parking, etc. • Bicycle racks for buses • Pedestrian and bicycle signals • Bike share infrastructure such as bikes, racks, kiosks • New or reconstructed off-road trails that serve a transportation need, such as trails that provide connections to schools, parks, or other public places • Amenities along a trail that serve trail users such as benches, trash cans, watering stations, pet amenities, bicycle repair stations, wayfinding signs, security cameras, etc. • Trailhead projects that serve trail users such as rest areas with benches, restrooms, trail access improvements, parking, kiosks, etc. • Bicycle and pedestrian bridges and underpasses • Lighting and other safety related infrastructure	• Routine maintenance or replacement of existing sidewalks (unless ADA upgrades are needed) • Circular trails/sidewalks • Facilities located within a property that do not connect to other trails/sidewalks • General resurfacing of roadways • General recreation and park facilities: playground equipment, sports fields, campgrounds, picnic and pavilion areas
2. Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)	
• Americans with Disabilities Act of 1990 compliance projects such as rehabilitation of existing sidewalks, curb ramps, sidewalk widening, etc.) • Traffic calming techniques • Lighting and other safety related infrastructure • Traffic realignments, road diets, or intersection changes that improve bicycle and pedestrian access or safety • Crosswalks • Pedestrian refuge areas • Crossing improvements that shorten crossing distance, provide access, and/or primarily improve bicycle and pedestrian safety	• Roadway lighting that doesn't benefit non-drivers • Promotional materials (except for Safe Routes to School; see Category 10) • Intersection realignments aimed at improving vehicular flow • Projects that reorganize pick-up and drop-off primarily for the convenience of drivers • Education programs that are primarily focused on bus safety • Improvements to school bus stops
3. Conversion and use of abandoned railroad corridors for non-motorized use	
• Developing rails-to-trails facilities, where there is an adjacent line that is no longer active • Trailhead projects that serve trail users, such as rest areas with benches, restrooms, trail access improvements, parking, etc. • Construction or reconstruction of multi-use trails within a railroad right-of-way, • Purchasing and converting unused railroad property for reuse as a trail	• Trails for motorized vehicles • Maintenance of an existing trail
4. Construction of turnouts, overlooks, and viewing areas	
• Turnouts and viewing areas at scenic or historic sites • Right-of-way acquisition	• Visitor center • Operation or maintenance • Marketing/promotional materials
5. Inventory, control or removal of outdoor advertising	
• Data collection • Removal	• Administration or operating expenses

table continued on following page

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table continued

Eligible	Not Eligible
6. Historic preservation and rehabilitation of historic transportation facilities	
• Facilities on historic register or eligible for historic register. • Rehabilitation of historic surface transportation facilities (bridges, lighthouses, canals, etc.) • Historic toll and ferry facilities • Historic railroad facilities	• Operating costs • Facilities not open to the public • Construction of replica facilities • Infrastructure not related to surface transportation (air and space) • Structures not on or eligible for the national historic register
7. Vegetation management practices in transportation rights of way	
• Removal of invasive species and plant native plants • Planting of native species that can help control erosion and ensure that roadsides are stable, look nice, and provide clear sightlines • Planting of vegetation to attract honey bees, monarch butterflies, etc.	• Standalone landscaping • Planting of annuals
8. Archaeological activities related to impacts from transportation projects	
• Archaeological excavations and surveys related to a transportation project • Archaeological activities required as part of a TA Set-aside eligible project • Interpretation and display of artifacts discovered as part of a transportation project	• Archaeological activities not related to a transportation project eligible under federal Title 23
9. Environmental mitigation activities	
• Pollution prevention, abatement and mitigation activities to address storm water management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities listed in Sections 133(b), 328(a), and 329. • Reduction in vehicle caused wildlife mortality such as a wildlife crossing or fencing • Restoration and maintenance of the connectivity among terrestrial or aquatic habitats (e.g. surmountable curbs for turtles) • Erosion and sediment control • Native plantings • Minimizing impervious surfaces	• Drainage improvements related to poor maintenance and /or upgrades to inadequate systems • Stormwater management activities not related to highway run-off and water pollution
10. Safe Routes to School Safe Routes to School projects are eligible under TA Set-Aside. For additional information on eligible activities, see https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects. Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit http://www.srtsfl.org/.	
• Bicycle and pedestrian education targeting student travel (grades K-8) • 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 • Funding for training, volunteers, and managers of safe routes to school program • Infrastructure projects • 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 • Traffic diversion improvements in the vicinity of schools	• Bicycle and pedestrian education campaigns for the general public

Appendix C

FDOT TA Project Application

[   ] TRANSPORTATION ALTERNATIVES PROGRAM
FUNDING APPLICATION FOR FISCAL YEAR [   ]

APPLICANT INFORMATION			
Agency/Organization Name:			
Agency Contact Name:	**Title:**		
Mailing Address:	**City:**	**State:** FL	**Zip Code:**
County:	**MPO/TPO (if applicable):**		
Telephone:	**Email Address:**		

CERTIFICATION OF PROJECT SPONSOR/IMPLEMENTING AGENCY SUPPORT:

Certification of project sponsor/implementing agency support is attached. ❑ Yes *(Required)*

PROJECT TYPE: ❑ **Infrastructure** ❑ **Non-infrastructure**

FDOT requires locally administered infrastructure projects be implemented by a LAP certified agency; Non-infrastructure projects do not require LAP certification. If the project applicant intends to administer the project but is not LAP certified at the time of application submittal, they may seek project-specific certification prior to project authorization if their application is selected, or they may partner with a LAP certified agency or with FDOT to serve as the project sponsor and implementing agency. Non-profit organizations are not eligible for LAP certification.

FOR INFRASTRUCTURE PROJECTS ONLY - APPLICANT'S LOCAL AGENCY PROGRAM (LAP) CERTIFICATION STATUS

❑ Currently fully LAP Certified / Year of Certification:
❑ Not LAP Certified but will seek project-specific certification
❑ Not LAP Certified but project will be administered by the FDOT District
❑ Not LAP Certified but have secured a LAP Sponsor/Implementing Agency as identified below:

LAP Sponsor/Implementing Agency Name:			
LAP Sponsor/Implementing Agency Contact Name:	**Title:**		
Mailing Address:	**City:**	**State:** FL	**Zip Code:**
Telephone:	**Email Address:**		

Last Revised March 2021. Please contact your FDOT district for specific application materials.

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PROJECT NAME/TITLE:

ELIGIBLE TRANSPORTATION ALTERNATIVES PROJECT CATEGORY:

Please check the one Transportation Alternatives eligible project category that the proposed project will address. Checking more than one category does not ensure or increase eligibility. Additional guidance on eligible project activities is included in Appendix B of the [FDOT TA Program Guidance](#).

1. ❑ Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)
2. ❑ Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)
3. ❑ Conversion and use of abandoned railroad corridors for non-motorized use
4. ❑ Construction of turnouts, overlooks, and viewing areas
5. ❑ Inventory, control or removal of outdoor advertising
6. ❑ Historic preservation and rehabilitation of historic transportation facilities
7. ❑ Vegetation management practices in transportation rights of way
8. ❑ Archaeological activities related to impacts from transportation projects
9. ❑ Environmental mitigation activities
10. ❑ Safe Routes to School

*NOTE: *Safe Routes to School (SRTS) funding under Transportation Alternatives is separate from the FDOT SRTS Program; however, if FDOT SRTS Program funds are to be used on any phase of the project then the project will need to comply with the Florida SRTS program requirements. For more information, visit https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm.*

PROJECT LOCATION:

Roadway name:*		
❑ **On-State System Road** (State Roadway)	❑ **Off-State System Road** (Local Roadway)	**Roadway number:** (i.e. US, SR, CR, etc., if applicable)

*NOTE: *For off-road/trail projects please indicate adjacent roadway*

PROJECT LIMITS:

If project has various locations (e.g. city-wide), include attachments specifying each termini and project length.

South or West Termini: Street Name/Mile Post/Other	**North or East Termini:** Street Name/Mile Post/Other
Project Length (in miles):	
Attachment included? ❑ Yes ❑ No	
A location map with aerial view is attached to this application. ❑ Yes *(Required)* *Label important features, roadways, etc. to clearly locate and show the boundaries of the project.*	

PROJECT DESCRIPTION:

Brief Description (1,000 character limit) (*e.g. planning, design and construction of a sidewalk along Sample Road*)

Detailed Scope of Work:

A detailed scope of work is attached.   ❑ Yes *(Required)*

Clearly describe the existing conditions and the proposed project in detail, including specifics on the major items of work (e.g. width of sidewalks or trails, materials to be used, etc.), the purpose and need for this project, and the desired improvements.

Conceptual or design plans are attached.   ❑ Yes   ❑ No

Typical Section drawings are attached.   ❑ Yes   ❑ No

Other attachment (e.g. studies, documentation to support the project).   ❑ Yes   ❑ No

If yes, please describe (250 character limit):

PUBLIC INVOLVEMENT(500 character limit for each question below):

Has the applicant received input from stakeholders? Briefly explain: ❑ Yes   ❑ No

Have public information or community meetings been held?   ❑ Yes   ❑ No

If yes, please provide a brief description and attach supporting documentation:

Describe public and private support for the project (*e.g. petitions, endorsements, resolutions, letters of support):*

Is the project within limits of wetlands, contamination/hazardous waste areas or endangered/threatened species?

❑ Yes ❑ No

If Yes, specify and provide documentation:

Is environmental permitting required?

❑ Yes ❑ No

If Yes, specify and provide documentation:

Provide any additional project specific information that should be considered:

<div align="center">

PROJECT IMPLEMENTATION

</div>

Please indicate the project phases included in this funding request:

❑ Planning activities
❑ Project Development and Environment Study (PD&E)
❑ Preliminary Engineering/Final Design
❑ Right-of-Way (ROW)
❑ Construction
❑ Construction Engineering and Inspection activities (CEI)

Please indicate who will execute the project phases identified for this project:*

Planning	PD&E	Preliminary Engineering/ Final Design	ROW	Construction	CEI
❑ Implementing agency staff	N/A	❑ Implementing agency staff	N/A	❑ Implementing agency staff	❑ Implementing agency staff
❑ Consultant	❑ Consultant	❑ Consultant	❑ Consultant	❑ Consultant	❑ Consultant
❑ FDOT	❑ FDOT	❑ FDOT	❑ FDOT	❑ FDOT	❑ FDOT
❑ Not applicable	❑ Not applicable	❑ Not applicable	❑ Not applicable	❑ Not applicable	❑ Not applicable

***NOTE:** Local agencies are not eligible to be certified in PD&E and/or ROW (Refer to FDOT LAP Manual Chapters 11 and 12).*

Is this project related to other FDOT funded phases that are complete, underway, or in FDOT's 5-year Work Program?

❑ Yes   ❑ No

If Yes, please describe. If previous phases of this project were constructed as LAP projects, please provide the associated FDOT Project Number (i.e. FPID/FMN numbers) (500 character limit):

Is there a proposed maintenance plan for when the project is complete? ❑ Yes   ❑ No
If yes, please provide a brief description and attach supporting documentation as appropriate (500 character limit):

PROJECT RIGHT-OF-WAY / EASEMENT REQUIREMENTS

Is right-of-way acquisition proposed? ❑ Yes   ❑ No
If yes, describe existing right-of-way (ROW) ownerships along the project, including when the ROW was obtained and how ownership is documented (i.e., plats, deeds, prescriptions, easements) (500 character limit). Attach ROW documentation as appropriate.

Also describe proposed acquisition including timeline, expected fund source, limitations on fund use or availability, and who will acquire and retain ownership of proposed right-of-way (500 character limit):

Will temporary construction easements be required? ❑ Yes   ❑ No
If Yes, please describe (500 character limit):

ESTIMATED PROJECT COST:

A detailed project cost estimate is attached. ❑ Yes *(Required)*

Provide a summary of the estimated cost for the work being proposed, indicating local fund allocation as appropriate.

Project Phase	TA funds	Local funds	Total Cost
Planning Activities	$	$	$
Project Development & Environmental Study (PD&E)	$	$	$
Design Costs/Plan Preparation	$	$	$
Environmental Assessment (s) associated with the design phase	$	$	$
Permits associated with the design phase (including application fees, mitigation and permit acquisition work)	$	$	$
Right-of-Way	$	$	$
Construction	$	$	$
Construction Engineering and Inspection Activities (CEI)	$	$	$
Other costs* (please describe)	$	$	$
TOTAL ESTIMATED PROJECT COST	$	$	$
PERCENT OF TOTAL PROJECT COST			**100%**

*FDOT does not allow programming for contingency costs. Any contingency costs should be accounted for using local funds.

Transportation Alternatives Set-Aside Program Guidance and Procedures

Last edited March 2021