



2019 TRANSPORTATION ALTERNATIVES (TA) PROGRAM 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. This application process includes scoring and ranking criteria for projects being considered for TA Program funding. Forward Pinellas will select a maximum of four projects for TA Program funding in this application cycle. Each jurisdiction may submit up to two project applications for funding consideration. Jurisdictions may submit up to three project applications if they have unfunded projects on the adopted 2019 TA Program Priority List. *Other application prerequisites and requirements are included in the Application Addendum.*

A properly completed Forward Pinellas 2019 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.

TA Program Application Submittal Instructions

Only complete applications will be accepted. Applications must all be submitted in one complete package and received by Forward Pinellas no later than 5 p.m. on December 13, 2019. 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 as they were in previous years.

Applications are to be in Word or PDF format, submitted either via email to rfeigel@forwardpinellas.org or on disc or electronic drive. Please do not submit paper copies. Submit applications no later than **5 p.m. on December 13, 2019**. All questions should be directed to Rob Feigel at rfeigel@forwardpinellas.org or at 727-464-5645.

Applications will be reviewed by a subcommittee, as well as Forward Pinellas staff, who will make award recommendations. Subcommittee members will use the information and data provided by the applicant to determine the final scoring and ranking of projects.



2019 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) 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 as part of FDOT's TA application
- 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 \$2,000,000
- Documentation of local matching funds
- Documentation of acquisition of 100% of right-of-way or easement.
- 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)

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 2025/26.



2019 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: \$2,000,000
- A maximum of four projects will be selected to be prioritized for funding. There is no guarantee that all projects will receive funding in the next 5-Year Work Program.
- Each jurisdiction may submit a maximum of two 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.
- No local government will have more than two projects prioritized for funding on the 2020 TA Priority List.

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 or at (727) 464-5645.

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?



2019 TRANSPORTATION ALTERNATIVES (TA) PROGRAM APPLICATION ADDENDUM

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	*In-Kind Support
<input type="checkbox"/> Planning:	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> PD&E:	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> PE/Final Design:	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Construction:	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Construction Engineering and Inspection (CEI):	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

*The dollar value of total in-kind support is limited to 20% of the total local matching funds

4. Attach a detailed description and map showing how the project provides direct access to a 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 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?
9. Describe whether or not the project is within (or provides direct access to) an Environmental Justice area as identified by Forward Pinellas. Attach a map(s) depicting the completed project on the Forward Pinellas Environmental Justice map. Identified Environmental Justice maps can be located at: <http://forwardpinellas.org/wp-content/uploads/2019/10/2018-Environmental-Justice-Report.pdf>.



2019 TRANSPORTATION ALTERNATIVES (TA) PROGRAM APPLICATION ADDENDUM

- 10. 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, no later than November 15, 2019.**
- 11. 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



2019 TRANSPORTATION ALTERNATIVES (TA) PROGRAM APPLICATION ADDENDUM

For your reference the scoring criteria that will be utilized by the subcommittee to review applications is included below.

Criteria	Points
Local Match (may include funding for design phase of the project; in-kind support is limited to 20% of match)	1 point per % match (max 20 points)
Project provides direct access to a Multimodal Corridor, as designated on the Countywide Land Use Map	10
Project is located within, or directly connects to, an Activity Center, as identified on the Countywide Land Use Map	10
Project is identified in the Forward Pinellas Bicycle Pedestrian Master Plan or directly connects to a facility identified in the Plan	5
Project connects 2 or more existing facilities (fills a gap)	10
For projects that construct bicycle facilities (sidewalks are not considered bicycle facilities for the purposes of these criteria), the level of traffic stress along the project corridor after improvement:	
1 - All Ages and Abilities	15
2 - Interested But Concerned	10
3 - Enthused and Confident	5
4 - Strong and Fearless	0
Project provides direct access to a priority transit route or one with headways of:	
30 minutes or better	10
45-60 minutes	5
Project is included within, or provides direct access to, and Environmental Justice area, as identified by Forward Pinellas	15
If the project includes sidewalk construction, the final corridor includes:	
Sidewalk on one side of the roadway	5
Sidewalks on both sides of the roadway	10
A separated pedestrian corridor with a minimum of a 2' buffer from the roadway	15



Florida Department of Transportation - District 7
11201 N. McKinley Dr | Tampa, FL 33612

Florida Department of Transportation, District 7

*2020 Surface Transportation Block Grant Program
and Transportation Alternative Set-Aside Program*

Consolidated Project Application

Funding consideration for fiscal year 2025/2026

***Application Deadline:
March 13, 2020, 5 pm***



This page was intentionally left blank

Complete this page if the project qualifies for Transportation Alternative Funding.

QUALIFYING ACTIVITIES

Check the Transportation Alternative activity that the proposed project will address. Please check one activity that represents the majority of the work proposed. (Note: checking more activities does not ensure or increase eligibility.) Eligible activities must be consistent with details described under 23 U.S.C. 101(a)(29) and 213(b).

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- 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.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, which include but are not limited to:
 - Inventory, control, or removal of outdoor advertising.
 - Historic preservation and rehabilitation of historic transportation facilities.
 - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
 - Archaeological activities relating to impacts from implementation of a transportation project eligible under Title 23.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - Address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Sections 133(b)(11), 328(a), and 329 of Title 23.
 - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- Planning, designing, and constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.



PURPOSE

The purpose of this application is to request Surface Transportation Block Grant (STBG) funding for eligible projects. The STBG provides flexible funding that may be used to preserve and improve the condition and performance of and Federal-aid highway, bridge on any public road, pedestrian and bicycle infrastructure and transit capital projects. Funds are awarded to eligible projects based on availability and MPO priority. Execution of this application indicates the intent of the implementing agency to enter into a Local Agency Program (LAP) Agreement with FDOT to complete the requested project work phase(s). LAP Certification is required. More information about LAP is available at <https://www.fdot.gov/programmanagement/lap/default.shtm>.

To complete form, tab between grey highlighted fields to enter information.

PROJECT INFORMATION

Project Name: **Project Name**

Location: **Street Name**

Project Limits from: **From Street (South Or West Limit)**

To: **To Street (North Or East Limit)**

Project Length: **Number**

Jurisdiction: **City Or County**

MPO Priority: **Number**

Regional Priority: **Number**

On-State System Road:

Off-State System Road:

Roadway ID (8 digits): **Road ID Number**

Primary Proposed Work Element: **Brief Description of Project**

SPONSORING AGENCY

Project Sponsor: **Project Sponsoring Agency**

Contact Person: **Name**

Title: **Title**

Address: **Address, City, State, Zip Code**

Phone: **(XXX) XXX-XXXX**

Email: **Email Address**

LAP Certified: Yes No

If no, who will be responsible to complete project: **LAP Sponsor**

PROJECT DESCRIPTION

Scope of Work (if available, attach design plans or conceptual plan view sketches to scale)

Detailed scope of proposed work

Summarize any special characteristics of the project (attach typical section drawings and describe the typical section here)

Include specific details about project including width of sidewalks/trails and materials to be used, etc.

PROJECT IMPLEMENTATION

Project phases included in funding request

- Planning:** Non-project administration
- Project Development and Environment Study (PD&E)**
- Preliminary Engineering/Final Design:** includes surveying, mapping and design-phase geotechnical activities
- Construction**
- Construction Engineering and Inspection (CEI):** includes construction-phase materials testing

Describe any project work phases that are currently underway or have been completed

Existing work phases or engineering already completed

PROJECT RIGHT-OF-WAY / EASEMENT REQUIREMENTS

Is right-of-way acquisition needed?
(including compensated easements)? Yes No

If yes, describe proposed acquisition including expected fund source, limitation on fund use or availability, and who will acquire and retain ownership of proposed right-of-way.

ROW acquisition information

Describe when the right-of-way was obtained and how ownership is documented, i.e., plats, deeds, prescriptions, easements. Right-of-way documentation must be included with application.

Existing ROW information

How is the local agency proposing acquiring easement and/or right-of-way? Provide schedule for acquisition.

ROW Acquisition

For projects where right-of-way is required, a ROW acquisition plan must be submitted with this application.

PUBLIC INVOLVEMENT

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

Describe public and private support for the project. (i.e., petitions, community meetings, written endorsements, resolutions, etc.)

Project public involvement



PROJECT MAINTENANCE

Explain the proposed ownership and maintenance responsibilities for the project when complete, including proposed lighting, landscaping and irrigation.

Project maintenance/ownership

Attach a written maintenance commitment from local agency with application (required before project can be funded). D7’s Maintenance Agreement must be signed prior to design.

ADDITIONAL INFORMATION

Provide any additional implementation information that should be considered.

Additional information

PROJECT COST ESTIMATE

Provide a summary of the estimated costs for the work being proposed. For the Preliminary Engineering/Final Design Plans estimate use the completed FDOT staff-hour estimate form* and for the construction estimate use the District 7 Engineer’s Estimate form** Attach both forms to the completed application. Project Implementation section lists project phase definitions.

<i>Project Phase</i>		<i>TA funds</i>	<i>Local Funds</i>
Planning	\$	\$0.00	\$0.00
Project Development and Environment Study	\$	\$0.00	\$0.00
Preliminary Engineering/Final Design Plans (attach FDOT Staff Hour Estimate form* – link below)	\$	\$0.00	\$0.00
Construction (attach D7 Engineer’s Estimate Form** – link below)	\$	\$0.00	\$0.00
Construction Engineering and Inspection	\$	\$0.00	\$0.00
TOTAL	\$	\$0.00	\$0.00

Prior to adding the project to the FDOT Work Program, the District will validate the local estimate with a long range estimate (LRE). The District will notify the local agency of the LRE amount.

* FDOT Staff Hour Design estimate form

<https://www.fdot.gov/designsupport/Scope/>

** District 7 Engineer’s Estimate Template V11 form (login as guest, if you do not have login credentials)

[https://ftp.fdot.gov/file/d/FTP/FDOT LTS/D7/Development/ProjMgmt/ProjectIntelligence/PPR-EstimatesUpdateTrainingMaterials/](https://ftp.fdot.gov/file/d/FTP/FDOT%20LTS/D7/Development/ProjMgmt/ProjectIntelligence/PPR-EstimatesUpdateTrainingMaterials/)



PROJECT

Project Name: **Project Name**

Location: **Street Name**

Project Limits from: **From Street (South Or West Limit)**

To: **To Street (North Or East Limit)**

Primary Proposed **Brief Description of Project**
Work Element:

CERTIFICATION OF IMPLEMENTING AGENCY

I hereby certify that the proposed project is supported by the Agency listed below and that entity agrees to:

- Enter into a maintenance agreement with the Florida Department of Transportation, as necessary, prior to the design phase.
- Comply with the Federal Uniform Relocation Assistance and Acquisition Policies Act (The Uniform Act) for any right-of-way actions required for the project.
- Comply with NEPA process prior to construction which may require involvement with the State Historic Preservation Officer (SHPO), and other State and/or Federal agencies, prior to construction.
- Pursue or retain LAP certification and enter into a LAP Agreement with FDOT for implementation of each requested project phase.
- Bear all expenses in excess of the approved project phase cost as shown in the LAP agreement. Participating activities will be reimbursed per LAP agreement and Federal Program regulations.
- Bear all expenses associated with utility relocation(s), if required.

Implementing Agency
Agency

Authorized Signature*

Name & Title
Print Name/ Title

Date

*Signature of person with budget authority
(i.e. County Administrator, or Public Works Director)

Application Deadline is March 13, 2020. Email completed application and support documents to your local MPO for review. The MPO will forward complete applications to FDOT.



APPLICATION CHECKLIST

Only complete applications will be considered for funding.

Note: The information listed below must be submitted with the signed project application. Incomplete applications will not be processed until all information has been received.		Included	Not Included	N/A
Project Location Map and Site Visit Photos	Map showing project limits and any site visit photos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Estimate For Engineer-of-Record's Design	Using FDOT's latest standard staff-hour template at https://www.fdot.gov/designsupport/Scope/ Include cost of supporting surveying, mapping and design-phase geotechnical investigations. Estimates for PD&E or any other conceptual study concurrent or prior to engineering design should be documented separately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's Construction Cost Estimate	Itemized costs including drainage, roadway structures, bike/pedestrian structures, signals, lighting, ITS, signing and pavement markings, buildings, landscaping, special amenities, etc. Use FDOT District 7's latest standard template (https://ftp.fdot.gov/file/d/FTP/FDOT/LTS/D7/Development/ProjMgmt/ProjectIntelligence/PPR-EstimatesUpdateTrainingMaterials) (Present Day Cost, <u>not</u> inflated to a future fiscal year). No initial contingency amount allowed; maximum 7% project unknowns allowance. CEI and construction-phase materials testing estimates should be documented separately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way Documentation	If required attach a ROW Acquisition Plan. Source documents can be plat maps with dedication or acceptance clauses, court documents such as Order of Taking, deeds showing county, city or state right-of-way ownership or a maintained right-of-way map. If right-of-way needs to be acquired, the Real Property Acquisition Policies Act of 1970 procedure must be followed and documentation included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Design Provisions and Guidelines (as needed)	Local agency to provide any design criteria and amenities to be included in the preparation of construction plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Involvement	A description of how the sponsor provided for public participation/involvement, and/or community support or opposition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Environmental Assessment Activities (to determine if the project is a Categorical Exclusion under NEPA)	Is project within limits of wetlands, contamination, hazardous waste or endangered/threatened species? ___ Yes ___ No If yes, which one? Specify type of documentation: Is environmental permitting required? ___ Yes ___ No Specify type of documentation:			
Local Agency Program (LAP)	Will this project be a LAP project for design? ___ Yes ___ No Is the Sponsor LAP Certified? ___ Yes ___ No Will this project be a LAP project for construction? ___ Yes ___ No			
Design Plans (if underway or completed) or Conceptual Rendering	Include design plans (if available) or a scaled plan view sketch of the proposed facility and include information on slopes, curbs, shoulders, significant structures, drainage, etc. as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crosswalk Documentation	If crosswalk is requested, provide 3-day pedestrian/bicycle crossing counts, and prepare an engineering justification report demonstrating compliance with criteria established in FDOT's Transportation Engineering Manual, chapter 3.8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Typical Section	For each type of facility to be constructed. To compare facility footprint with right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Agreement	Provide a written maintenance commitment from local agency with application (required before project can be funded). D7's Maintenance Agreement must be signed prior to design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>