



# 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 Agency Name: \_\_\_\_\_ Contact 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.

## PART 3 – PROJECT INFORMATION

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.

## PART 4 – PROJECT LOCATION

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).

**5-B. NI ELIGIBLE ACTIVITY** \*\*\* Note: For Infrastructure projects, skip this page.\*\*\*

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



**Part 6 - Area Conditions continued...**

**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 259.1055, 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.).

## PART 10 – DESIGN / TYPICAL SECTIONS

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.

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 (\$)				Total Cost Estimate (\$)
		Start (mm/yy)	End (mm/yy)	Federal Funds		Non-Federal / Local Funds		
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)								
<b>Total Infrastructure Project Cost Estimate</b>								<b>\$2,023,644</b>

\*\*\* Note: applications for infrastructure projects do not need to fill out this page\*\*\*

**NI Cost Narrative Table**

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

Budget Item	Requested Funds
<b>Personnel Services</b> (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:	
<b>Expenses</b>	
Materials and Supplies:	
Educational items:	
Promotional Items:	
Other Expenses:	
<b>Operating Capital Outlay</b>	
Equipment:	
<b>Total NI Project Cost Estimate</b>	<input style="width: 100%; height: 20px;" type="text"/>

## RESOURCES

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:** Highland Drive Sidewalk Project

**LOCATION:** Tallahassee, Leon County, Florida

**PROJECT LIMITS:** (from south or west limit) Buck Lake Road  
(to north or east limit) US 90 (Mahan Drive)

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.

Vincent S. Long

Digitally signed by Vincent S. Long  
Date: 2024.01.19 14:10:50 -05'00'

\* Signature

Vincent S. Long

Name (please type or print)

County Administrator

Title

1/19/24

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).

**LEON COUNTY RESOLUTION NO. 23-39**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA IN SUPPORT OF A GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR CONSTRUCTION OF A COMMUNITY SIDEWALK ENHANCEMENT IMPROVEMENT PROJECT ON HIGHLAND DRIVE**

**RECITALS**

WHEREAS, the Leon County Board of County Commissioners seeks to provide safe routes for non-drivers; and

WHEREAS, 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)"; and

WHEREAS, this support is consistent with the Capital Regional Transportation Planning Agency (CRTPA), Florida Department of Transportation, and FAST policies; and

WHEREAS, the proposed sidewalk on Highland Drive between US 90 (Mahan Drive) and Buck Lake Road will provide a connection between existing pedestrian facilities to neighborhoods.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, that:

**Section 1. Support of a Grant Application**

1. The Board of County Commissioners hereby authorizes the County to submit an application for a Florida Department of Transportation Sidewalk Construction Grant and expresses a willingness to enter into a Memorandum of Agreement between Leon County, Florida and the Florida Department of Transportation if said grant is awarded.

**Section 2. Effective Date.**

This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21

LEON COUNTY, FLORIDA

DocuSigned by:  
By: Carolyn D. Cummings  
77311788340B483...  
Carolyn Cummings, Chair  
Board of County Commissioners

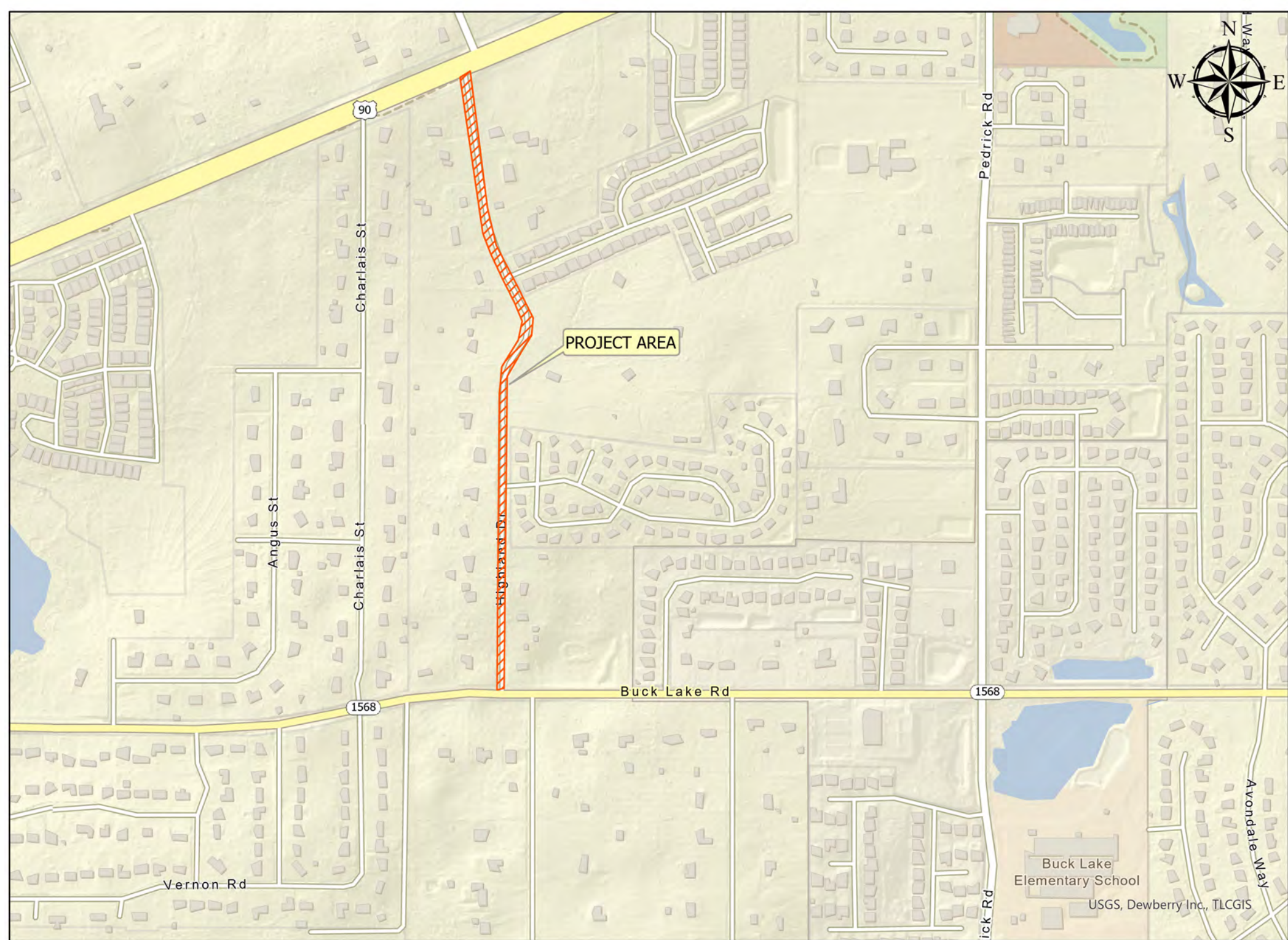
ATTESTED BY:  
Gwendolyn Marshall Knight, Clerk of Court  
& Comptroller, Leon County, Florida

DocuSigned by:  
DocuSigned by:  
By: Gwendolyn Marshall Knight DS  
178D8E95C23C6774F4...



APPROVED AS TO FORM:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

DocuSigned by:  
By: Chasity H. O'Steen  
BCE5E0EFD079484...



HIGHLAND DRIVE SIDEWALK PROJECT - LOCATION MAP

Transportation Alternatives Set-Aside (TA)

ENGINEER'S COST ESTIMATE  
Financial Management Number (if applicable): N/A  
Project Description: Highland Drive Sidewalk Project

Pay Item Number*	Pay Item Description*	TA Eligible				Other Funds (must include all TA Ineligible Items)				Source(s) of Match	Total Quantity	Total Engineer's Cost	
		Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost (TA Funds)	Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost (other funds)				
101-1	Mobilization	1	LS	\$69,780.00	\$ 69,780.00						1	\$ 69,780.00	
102-1	MAINTENANCE ON 1441-1C	1	LS	\$180,000.00	\$ 180,000.00						1	\$ 180,000.00	
110-21	Tree Protection Barricade	1295	LF	\$7.79	\$ 10,075.10						1295	\$ 10,075.10	
104-10-1	Sediment Barrier	3550	LF	\$2.42	\$ 8,591.00						3550	\$ 8,591.00	
104-18	Inlet Protection System	5	EA	\$189.73	\$ 953.65						5	\$ 953.65	
110-1-1	Cleaning and Grubbing	1.6	AC	\$53,997.32	\$ 87,999.33						1.63	\$ 87,999.33	
120-1	Regular Excavation	500	CY	\$13.51	\$ 6,755.00						500	\$ 6,755.00	
120-2-2	Borrow Excavation, Truck Measure	300	CY	\$30.16	\$ 9,045.00						300	\$ 9,045.00	
120-6	Embankment	1200	CY	\$19.58	\$ 23,500.00						1200	\$ 23,500.00	
425-1231	Inlets, Curb, Type P-1, (130)	9	EA	\$12,533.45	\$ 116,401.05						9	\$ 116,401.05	
425-1521	Inlets, DS, Type "C", (107)	1	EA	\$4,000.00	\$ 4,000.00						1	\$ 4,000.00	
425-2-61	Manhole, P-E, (107)	3	EA	\$8,440.89	\$ 25,322.67						3	\$ 25,322.67	
425-5	Adjust Manhole	1	EA	\$1,302.74	\$ 1,302.74						1	\$ 1,302.74	
430-114118	Pipe Culvert, Optional Material, Round, 18" SD	3550	LF	\$177.83	\$ 631,225.50						3550	\$ 631,225.50	
430-984-125	Mitered End Sect, Optional RD, 18" CD	2	EA	\$3,274.95	\$ 6,549.90						2	\$ 6,549.90	
520-1-10	Concrete Curb & Gutter, Type 7 (Modified 18")	3450	LF	\$47.39	\$ 163,495.50						3450	\$ 163,495.50	
522-4	Concrete Sidewalk and Driveway, 6" Thick	2588	SF	\$79.26	\$ 251,708.88						2588	\$ 251,708.88	
527-2	DETECTABLE WARNINGS	48	SF	\$50.35	\$ 2,416.80						48	\$ 2,416.80	
570-1-2	Performance Surf, Seal	4930	SF	\$4.22	\$ 20,804.60						4930	\$ 20,804.60	
700-150	Single Post Sign, Retolcate	8	EA	\$281.16	\$ 2,229.28						8	\$ 2,229.28	
711-11121	THERMOPLASTIC, RETURBISHMENT, WHITE, SOLID, 4"	3550	LF	\$5.00	\$ 17,750.00						3550	\$ 17,750.00	
711-11129	Thermoplastic, Standard, White, Solid, 12" For Crosswalk and Roundabout	120	LF	\$3.71	\$ 445.20						120	\$ 445.20	
711-11125	Thermoplastic, Standard, White, Solid, 24" For Stop line and Crosswalk	20	LF	\$6.87	\$ 137.40						20	\$ 137.40	
110-71	MANHOLE RISINGS	10	EA	\$318.54	\$ 3,185.40						10	\$ 3,185.40	
TA Eligible Costs / TA Funds Requested (not funded through other sources)					\$ 1,647,814.00	Other Funds (must include TA Ineligible Costs)					\$ -	Subtotal	\$ 1,647,814.00
Design Cost												\$ 494,344.20	
CEI Cost												\$ 247,172.10	
CONTINGENCY (REQUIRED) Contingency is not a FHWA Participating Item												\$ 164,781.40	
Total Cost Estimate											\$ 2,554,111.70		

A reasonable estimate of project costs is required. Projects must follow appropriate design criteria and meet Americans with Disabilities Act requirements. Projects on the State Highway System, and "on-system" (on FDOT land), and Critical Projects shall utilize FDOT pay items numbers and descriptions. FDOT'S AWARD OF FUNDING TO THE APPLICANT'S PROJECT DOES NOT CONSTITUTE ACCEPTANCE OF PARTICIPATING VS. NON-PARTICIPATING ITEMS IDENTIFIED IN THIS COST ESTIMATE. Funding pay items and eligibility will be discussed during project development.

Examples of Non-participating Items:

Mowing and Litter removal, Optional services; Survey; Video inspection; Utility work, including but not limited to valve adjustments, utility relocations, power pole relocations, Telephone line directional bore, etc.

Contingency

Other elements may be non-participating, the ones listed above are non-participating commonly used pay items.

If you have questions regarding an eligible or non-participating item, District representatives may be contacted for guidance.

References:

FDOT Design <https://www.fdot.gov/roadway>  
FDOT Estimates <https://www.fdot.gov/programmanagement/estimates/documents>  
Local Programs Manual <https://www.fdot.gov/transportationmanagement/lan/lan-for-chem>

Prepared by:  
Chris Muehlmann, P.E.  
Name:

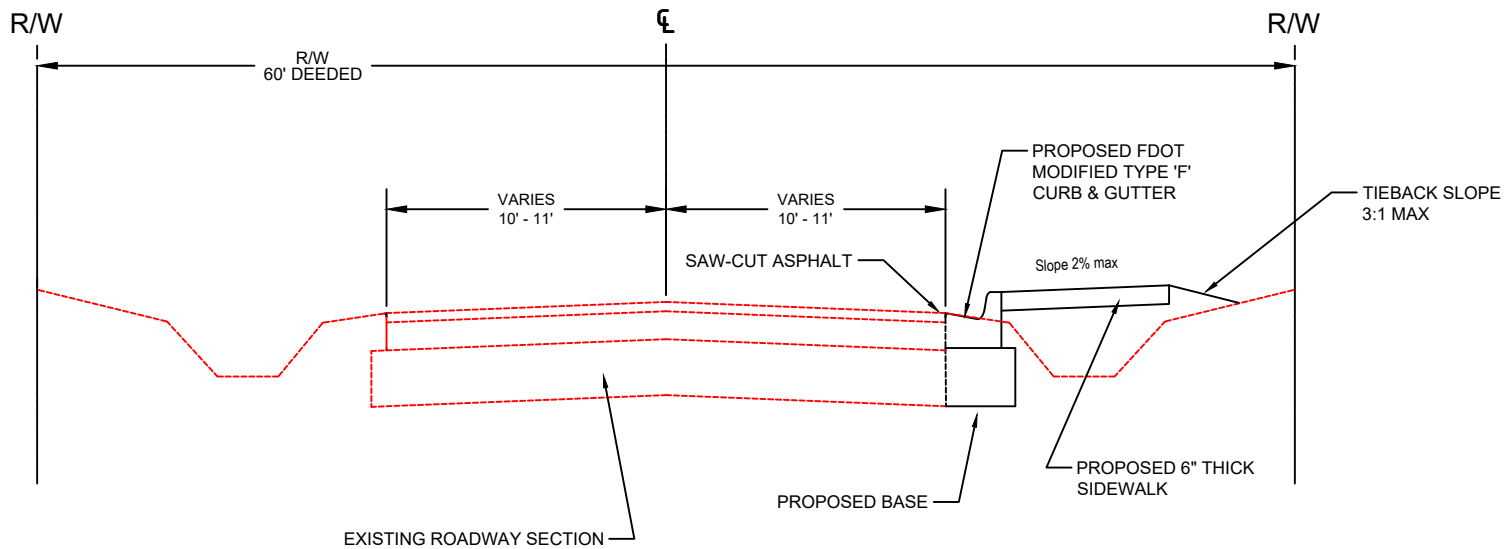
PE Number: 64624  
  
Signature:

1/19/2024  
Date:

Reviewed by:  
Charles Wu, P.E.  
Name:

  
Signature:

1/19/2024  
Date:



## TYPICAL SECTION - SIDEWALK BEHIND C&G











## Leon County Board of County Commissioners Status Report: Sidewalk Program

### **Background:**

Pursuant to Board Policy 13-1 “Sidewalk Eligibility and Criteria for Implementation”, staff annually provides the Board an update on sidewalk activities and seeks Board direction on the addition of any new sidewalk segments.

Over the past several years, the Board has focused on sidewalk prioritization and the necessary funding to support such projects. During the April 28, 2015 Budget Workshop and ratified at the May 12, 2015 meeting, the Board adopted Revised Policy No. 13-1, “Sidewalk Eligibility Criteria and Implementation” (Attachment #1). The revised policy provided for the prioritization of projects into four tiers, within the Safe Routes to School (SRTS) and Community Sidewalk Enhancement categories, and allocated funding for SRTS and Community Sidewalk Enhancements at 60% and 40%, respectively.

**Table #1: Sidewalk Policy Prioritization and Funding Allocation**

Tier <sup>1</sup>	Safe Routes to School (60% Funding Allocation)	Community Sidewalk Enhancements (40% Funding Allocation)
1	Meets no less than 4 of the criteria	Meets no less than 4 of the criteria
2	Meets 3 of the criteria	Meets 3 of the criteria
3	Meets 1 to 2 of the criteria	Meets 1 to 2 of the criteria
4 <sup>2</sup>	Meets no less than one of the criteria, however one side of the street has an existing sidewalk	Meets no less than one of the criteria, one side of the street has an existing sidewalk
<sup>1</sup> Prioritization tiers, with Tier 1 being the highest priority level and Tier 4 the lowest priority level.		
<sup>2</sup> Unless the Board specifically directs otherwise, once a roadway has a sidewalk on one side of the street, the priority for placing a sidewalk on the opposite side of the street for the same segment shall automatically be reclassified as a Tier 4 project, if it remains on the Approved Sidewalk List.		

With respect to project implementation, the Sidewalk policy provides:

- a. All projects within a given tier have equal priority. Therefore, (1) staff will program and facilitate the design, construction, and permitting of all sidewalk segments within a given priority tier, and (2) all projects within a given priority tier will be programmed through construction prior to beginning work on projects in a lower tier. The order by which construction occurs will be dictated by physical, design/permitting, and funding constraints.
- b. With respect to segments on FDOT roadways, staff will prepare plans and acquire permits in order to be able to better position/leverage other funds for the sidewalk construction such as FDOT or CRTPA. Once all the necessary permits have been obtained, the Board may direct staff to proceed with the construction of a sidewalk on FDOT right-of-way.

Projects may be considered for addition to the sidewalk list as follows:

- a. Staff will evaluate new sidewalk segments proposed for construction within the unincorporated area of Leon County through the use of County funds. Those proposed new sidewalk segments that meet no less than one of the criteria will be presented to the

Board for its consideration. Only those sidewalk segments approved by the Board will be added to the approved sidewalk list.

- b. New sidewalk segments located outside the USA, and not on the SRTS list, are not eligible for addition to the list unless the Board makes an exception.

The Board also approved the SRTS and Community Sidewalk Enhancements Tier Prioritization List during the April 2015 workshop, and directed staff to start with Tier 1 projects (Attachment #2). The Sidewalk Policy requires staff provide the Board with an annual status report on the sidewalk program, to include the status of funding allocations and the distribution of funds between SRTS and Community Sidewalk Enhancement projects.

This status report is essential to the following FY2017-FY2021 Strategic Initiative and Strategic Target:

- Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)
- Construct 30 miles of sidewalks, greenways, and trails. (T8)

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic priorities:

- (Q5) Support strong neighborhoods.
- (Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.

### **Analysis:**

Following the April 2015 workshop, staff proceeded to complete the sidewalk projects that were in progress prior to the new policy adoption. Construction of these projects would complete the prior list of Safe Route to Schools. The following includes a summary of the current status of these projects for FY18:

1. Timberlane Road from Deer Lane Drive to Meridian Road: Construction has been completed.
2. Chaires Crossroad from Chaires Elementary School to Parkhill Road: Right of Way needs have been identified and staff is currently in the process of acquiring easements for permits and construction.
3. Gearhart Road from Mission Road to Capital Circle Northwest: The sidewalk inside CSX Railroad property has been constructed on the south side of Gearhart Road. The drainage system under the railroad and to the north side is currently under design by the County and review by CSX. The segment from CSX Railroad to Capital Circle Northwest is under design. This construction will be jointly funded with the City for the segment inside the City limits.
4. Magnolia Drive Multi-use Trail was removed from the sidewalk list as all future funding for design, permitting, and construction is being provided by Blueprint. Phase 1 construction has been completed. Through a Joint Project Agreement with Blueprint and the developer, the Magnolia Drive Shared Use Trail from Adams Street to South Monroe

Street has been completed as part of the Big Bend Care Site construction. With citizens' input, the Intergovernmental Agency Board directed staff to provide vegetative buffer between the curb and the trail in addition to underground electric for the remaining Magnolia Drive Shared Use Trail. The remaining trail segments from South Monroe Street to Apalachee Parkway are being re-designed. The right of way acquisition process should begin late summer of 2018.

5. Woodville Highway from Natural Bridge Road to Hickory Lane: Design for this segment is 60% complete. Staff is coordinating with FDOT for construction due to the segment being inside FDOT right of way and new safety improvements by FDOT along Woodville Highway.
6. North Monroe Street from Clara Kee Boulevard to Harriet Drive: This project has been awarded a SRTS federal grant for construction. Because this project is inside the FDOT rights of way, FDOT decided to manage this project directly. Staff turned over the 90% design plans to FDOT to continue the work. Based on the current FDOT Five Year Work Program, the design should be completed in FY 2018 followed by construction in FY 2019.

Beginning FY 2016, staff began implementing the SRTS and Community Sidewalk Enhancement projects consistent with the methodology identified in Policy No. 13-1. Table 2 provides a general range of timelines when sidewalk projects will begin construction; the table was developed with the following assumptions and understandings:

- The schedule is based on projected funding and does not address the constructability/right-of-way issues that many of the segments will need to overcome.
- Cost estimates are generalized based on expected level of difficulty to implement. However, right-of-way acquisition is always unpredictable and costs can be elevated by the level of difficulty during the acquisition process.
- To be conservative, staff included the cost of FDOT roads in the timeline. If FDOT funds can be leveraged, projects can be advanced. The years are a range for construction to start and initially there may be a ramp-up as all the projects have not even started initial survey work. Once the program gets started with consistent funding, project delivery will smooth out.
- Staff assumed that, after the completion of the current SRTS sidewalk list, all revenue would be shifted towards implementation of the Community Sidewalk Enhancements list. If in this period the CRTPA and School Board develop a new SRTS list, the implementation schedule would be revised based on Board direction at that time. Starting in FY24, all funding is allocated to Community Sidewalk Enhancements.

**Table #2: Projected Future Sidewalk Funding Allocation and Implementation Schedule**

Tier	Safe Routes to School		Community Sidewalk Enhancements	
	Est. Cost*	Timeframe to Begin Construction**	Est. Cost*	Timeframe to Begin Construction**
1	\$4.3 million	FY16 - FY19	\$8.9 million	FY16 - FY23
2	\$3.4 million	FY19 - FY21	\$16.1 million	FY24 - FY29
3	\$3.0 million	FY21 - FY23	\$7.7 million	FY30 - FY31
4	n/a	n/a	\$11.6 million	FY32 - FY36

\* Sales Tax and Gas Tax revenues are projected to be sufficient to support these projects.  
\*\*Timeframes will be refined annually as projects move through design, permitting and right of way acquisition.

Total estimated time for all projections in the SRTS sidewalk segment to be under construction is about eight years, with completion within the next ten years.

To date \$7,118,370 or 50% of the funding has been allocated towards SRTS and the other 50% or \$7,255,800 to the Community Sidewalk Enhancements. The policy requires that over the five year period funding is allocated at 60% SRTS and 40% to Community Sidewalk Enhancements. Staff will continue to monitor and adjust future funding allocations to maintain these percentages.

*Safe Route to Schools Projects: Current Status*

The following reflects the status of the Safe Routes to Schools Tier 1 projects that are in process to date:

- Tram Road, Zillah Street to Crossing Rocks Road: Design was changed due to stormwater issues and utility conflicts, resulting in the sidewalk being moved to the south side. In order to further improve the safe access with continuity, the sidewalk is extended westward to Gaile Avenue from Crossing Rocks Road. Construction is planned for Fall 2018.
- Chadwick Way, Bull Headley Road to Deer Lake: Design is completed and construction is planned for summer 2018.
- Natural Bridge Road, Woodville Highway to Taff Road: Design is completed and construction is anticipated in summer 2018.
- Beech Ridge Trail, Kinhega Drive Lawton Chiles Drive: Design is 90% complete; currently pursuing permits; anticipated for construction in summer 2018.
- Lonnie Road, Torchmark Lane to Dempsey May Road: Construction is completed.
- Perkins Road, Point View Drive to Roweling Oaks Court: The safety improvements to the existing sidewalk on Perkins Road approaching Point View Drive is under design in FY 2018 with anticipated construction in FY 2019.
- Blountstown Highway from Williams Landing Road to existing sidewalk east of Campus: Started design work; continuing coordination with FDOT for input due to the segment being inside FDOT right of way.
- Timberlane Road from Martin Hurst Road to Market Square: Staff is developing options to address the pedestrian safety enhancement with Market Square Sense of Place project.

- Old Bainbridge Road from 7<sup>th</sup> Avenue to Volusia Street: Design is completed and construction is anticipated in summer of 2018.
- Killlearn Lakes Greenway Trail from Deerlake West at the Middle School Crosswalk to Cooperfield Circle: Design is ongoing in FY 2018 and Construction is anticipated in FY 2019.

At this time, all SRTS Tier 1 projects have been programmed through construction; therefore, per Policy 13-1, staff may begin work on Tier 2 projects.

The following reflects the status of the Safe Routes to Schools Tier 2 projects that are in process to date:

- As noted in the FY 2017 Status Report, the following SRTS Tier 2 projects were submitted for the SRTS Grant:
  - Chaires Cross Road - Green Oaks Drive to Boykin Road
  - Westway Road - Crawfordville Road to Capital Circle SW
  - Lakeshore Drive - Mays Road to Litchfield Road

Grants were not awarded for these three projects; however, staff will continue to explore opportunities to leverage Federal and/or State funds to build these projects.

- Blountstown Highway from Merry Robin Road to Sir Richard Road: For a more holistic approach, staff recommends overlapping this Tier 2 project on the south side of Blountstown Highway with the Tier 1 SRTS project on the north side of Blountstown Highway from Williams Landing Road to the existing Crosswalk east of the School Campus. Due to the close proximity of the two segments, it's more cost economical to design both projects concurrently.

#### *Community Sidewalk Enhancements Projects: Current Status*

The following reflects the status of the Community Sidewalk Enhancement Tier 1 projects that are in process to date:

- Old St. Augustine Road, Indian Head to Blair Stone Road; currently working on design; right of way acquisition is slated for FY18, with construction anticipated to start in FY19.
- Old St. Augustine Road, Blair Stone Road to Paul Russell Road; currently working on design; right of way acquisition is slated for FY18, with construction anticipated to start in FY19.
- Gadsden Street – Ingleside Avenue to Seventh Avenue; the segment from Ingleside Avenue to Sixth Avenue has been completed as part of a LAP project. The remaining portion from Sixth Avenue to Seventh Avenue is under design and additional rights of way may be needed. With the Midtown Area Transportation Plan under development, the traffic circulation and pattern in this area will change. Staff is working closely with our partners to incorporate any potential changes into the sidewalk design consideration. The right of way acquisition process is anticipated to begin in FY19.

- Gadsden Street from 7<sup>th</sup> Avenue to 8<sup>th</sup> Avenue – Under preliminary engineering analysis including traffic study; additional rights of way may be needed. With the Midtown Area Transportation Plan under development, the traffic circulation and pattern in this area will change. Staff is working closely with our partners to incorporate any potential changes into the sidewalk design consideration.
- Tram Road, Crossing Rocks Road to Capital Circle: Currently under design.
- Crowder Road from US 27 to Lake Jackson Landing and Indian Mound Road: Under design with additional easement anticipated to be acquired.
- Maclay Road from Meridian Road to City Limits: Started the preliminary engineering study to determine the preferred alternative.

#### *Remaining Tier 1 Projects*

Policy 13.1 provides that all projects within a given tier be programmed through construction prior to beginning work in another tier. Projects will continue to be reviewed annually based on issues related to design/permitting, right-of-way acquisition, and available funding. The remaining Tier 1 Community Side Walk Enhancements projects include:

- Old Saint Augustine Road, Paul Russell to Midyette: Concept Study (FY19); Design and Permitting (FY20)
- Old St. Augustine - Midyette to Capital Circle: Concept Study (FY19); Design and Permitting

#### Consideration of Additions to the Approved List (Attachment #3)

Policy 13.1 requires that additions to the approved sidewalk list are to be presented to the Board for its consideration. The proposed new sidewalk segments must meet not less than one of the required policy criteria. One segment has been proposed to staff and evaluated based on the criteria.

Based on this evaluation, staff recommends the following segment be included in the approved Sidewalk List:

- Tier 2 (meets 3-6 of policy criteria)
  - Highland Drive from Buck Lake Road to Mahan Drive

## Board of County Commissioners Leon County, Florida

### Policy No. 13-1

Title: Sidewalk Eligibility Criteria and Implementation

Date Adopted: April 28, 2015

Effective Date: April 28, 2015

Reference: N/A

Policy Superseded: N/A

---

Policy No. 13-1, Sidewalk/Bikeway Provision Selection Criteria, adopted by the Leon County Board of County Commissioners on July 9, 2013, is hereby retitled “Sidewalk Eligibility Criteria and Implementation” and amended to read as follows:

It shall be the policy of the Board of County Commissioners of Leon County, that:

- A. Criteria: The following Criteria shall be utilized to evaluate the proposed sidewalks/bikeways, subject to the availability of funds:
1. Included in the Safe Routes to School list adopted by the Capital Region Transportation Planning Agency (CRTPA) Board (SRTS)
  2. Routes to parks
  3. Connectivity of a neighborhood to an existing bike route or trail; connections need to be within ¼ mile
  4. Completing a gap (less than ¼ mile in length) between existing pedestrian/bike facilities
  5. Addresses a bike or pedestrian safety issue in an area with documented demand
  6. On an arterial or collector roadway
  7. Located inside the Urban Service Area (USA)
  8. Donation of right of way
- B. Project Categories: Sidewalk projects approved by the Board for construction utilizing County funding (Approved Sidewalk List) shall be classified as either SRTS or Community Sidewalk Enhancements. SRTS projects shall be those included in the SRTS list adopted by the CRTPA Board. Community Sidewalk Enhancements shall be all non-SRTS projects.
- C. Funding: Through the annual budget process and five-year capital improvement plan, 60% of total County sidewalk funds shall be allocated to SRTS projects and 40% shall be allocated to Community Sidewalk Enhancement projects. Staff is authorized to adjust this allocation during the year as projects and funding needs progress toward and through construction. However, the 60%/40% distribution shall be maintained over the five-year period, unless otherwise approved by the Board.



D. Prioritization Tiers – SRTS and Community Sidewalk Enhancements projects included on the Approved Sidewalk List shall be separately categorized as a Tier 1, Tier 2, Tier 3 or Tier 4 project (Priority Tier), in accordance with the definitions set forth in Table #1 below, for the purposes of prioritizing Leon County funding, program design, permitting and construction.

<b>Table #1: Sidewalk Priority Tiers</b>		
<b>Tier<sup>1</sup></b>	<b>Safe Routes to School – Priority Tier Definitions</b>	<b>Community Sidewalk Enhancements – Priority Tier Definitions</b>
1	Meets no less than 4 of the criteria	Meets no less than 4 of the criteria
2	Meets 3 of the criteria	Meets 3 of the criteria
3	Meets 1 to 2 of the criteria	Meets 1 to 2 of the criteria
4 <sup>2</sup>	Meets no less than one of the criteria, however one side of the street has an existing sidewalk	Meets no less than one of the criteria, one side of the street has an existing sidewalk
<sup>1</sup> Priority Tiers, with Tier 1 being the highest priority level and Tier 4 the lowest priority level.		
<sup>2</sup> Unless the Board specifically directs otherwise, once a roadway has a sidewalk on one side of the street, the priority for placing a sidewalk on the opposite side of the street for the same segment shall automatically be reclassified as a Tier 4 project, if it remains on the Approved Sidewalk List.		

E. Additions to the Approved Sidewalk List - Staff shall evaluate new sidewalk segments proposed for construction within the unincorporated area of Leon County through the use of County funds. Those proposed new sidewalk segments that meet no less than one of the Criteria, as set forth in Section A above, shall be presented to the Board for its consideration. Only those sidewalk segments approved by the Board shall be included in the Approved Sidewalk List. Proposed new sidewalk segments that are located outside the USA, and not on the SRTS list, are not eligible for inclusion in the Approved Sidewalk List unless the Board makes an exception. The order by which construction occurs on specific projects shall be dictated by physical, design/permitting, and funding constraints.

F. Implementation of Approved Sidewalk List Projects - All projects within a given Priority Tier level shall be given equal priority with respect to funding and development activities. All Tier 1 projects shall be programmed through construction prior to staff beginning work on Tier 2 projects; all Tier 2 projects shall be programmed through construction prior to staff beginning work on Tier 3 projects; and all Tier 3 projects shall be programmed through construction prior to staff beginning work on Tier 4 projects.

With respect to sidewalk segments located on Florida Department of Transportation (FDOT) roadways that are on the Approved Sidewalk List, staff shall prepare plans and acquire permits in order to be able to better position/leverage other funds for the sidewalk construction. Once all the necessary permits have been obtained, the Board may or may not direct staff to proceed with the construction of a sidewalk on FDOT right-of-way.

G. Annual Status Report - Staff shall provide the Board with an annual status report on the sidewalk program. Such annual status reports shall include, but not be limited to, the status of funding allocations, including the distribution of funds between SRTS and Community Sidewalk Enhancements projects.

*Adopted April 28, 2015*



\*\*\* Note: applications for infrastructure projects do not need to fill out this page\*\*\*

**NI Cost Narrative Table**

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

Budget Item	Requested Funds
<b>Personnel Services</b> (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:	
<b>Expenses</b>	
Materials and Supplies:	
Educational items:	
Promotional Items:	
Other Expenses:	
<b>Operating Capital Outlay</b>	
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).