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May 5, 2016

TO: Technical Advisory Committee Working Group- Paul Adjan, Jeff Hays and Debbie Leistner
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT **Working Group Meeting Notice and Agenda**

On Thursday, May 12, 2016, the Working Group will meet at **10:00 a.m.** in the **North Central Florida Regional Planning Council Charles F. Justice Conference Room**, 2009 NW 67th Place, Gainesville, Florida.

Call to Order

I. Transportation Alternatives Program/Safe Routes to School Priorities DEVELOP RECOMMENDATIONS

The Technical Advisory Committee referred the development of the initial bicycle and pedestrian project priorities to the Working Group.

Adjournment

Below are links to the meeting packet and the Year 2040 Long Range Transportation Plan poster.

http://ncfrpc.org/mtpo/FullPackets/TAC/2016/may_12_tacwgpkt.pdf

http://ncfrpc.org/mtpo/publications/LRTP2040/2040%20LRTP%20Poster_Gainesville.pdf

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by coordinating growth management, protecting regional resources,
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May 5, 2016

TO: Technical Advisory Committee Working Group
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: List of Priority Projects- Transportation Alternative Program and Safe Routes to School Priorities

STAFF RECOMMENDATION

Develop Federal Transportation Alternative Program and State Safe Routes to School Priorities.

BACKGROUND

Each year, the Metropolitan Transportation Planning Organization develops recommended transportation priorities for projects that are needed, but not currently funded (or fully-funded). This information is used by the Florida Department of Transportation each fall to develop its Tentative Five Year Work Program.

At its April 20, 2016 meeting, the Technical Advisory Committee referred the development of the bicycle and pedestrian project priorities to its Working Group consisting of Debbie Leistner, Gainesville Transportation Planning Manager, Paul Adjan, Gainesville Regional Airport Facilities Manager, and Jeff Hays, Alachua County Transportation Planning Manager. This Working Group needs to develop project priority recommendations for federal Transportation Alternatives Program funds and for state Safe Routes to School funds. Please note that the adopted Year 2040 Cost Feasible Plan includes box funds that do not identify any specific projects. Attached are the following exhibits:

Exhibit 1- Alachua Countywide Bicycle Master Plan Addendum excerpt showing the following priorities:

- Priority 1- Archer Braid- this Braid is completed, except for gaps to be constructed by private development.
- Priority 2- Alachua Braid- the only remaining project is bikelanes on US 441 between Archer Road and NW 23rd Avenue. The Florida Department of Transportation has evaluated this section of roadway and decided that bikelanes are not possible because of right-of-way constraints such as the bridge over NW 8th Avenue.
- Priority 3- University Braid- the Metropolitan Transportation Planning Organization consultant has identified several needed projects in its University Avenue Multimodal Corridor Study- Phase 2 Report.

Exhibit 2- Table 2- Transportation Alternatives Program Priorities- Approved August 3, 2015. The NW 19 Lane Project was funded with state Safe Routes to School funds;

Notes- Red text denotes a currently funded project.
Blue text denotes possible Year 2040 Cost Feasible Plan State Highway System fund-eligible projects.

Exhibit 3- Table 2- Transportation Alternatives Program Priorities- Staff recommendation incorporates University Avenue Multimodal Corridor Study Report recommendations;

Exhibit 4- Transportation Alternative Program information excerpted from the Federal Highway Administration website; and

Exhibit 5- Safe Routes to School information excerpted from the Florida Department of Transportation website.

Also attached is a copy of the Year 2040 Cost Feasible Plan poster. The University Avenue Multimodal Corridor Project is identified to be funded with State Highway System funds.

Attachments

Transporting Ecologies

Alachua Countywide Bicycle Master Plan Addendum

Metropolitan Transportation Planning Organization
North Central Florida Regional Planning Council

Transporting Ecologies Studio
School of Architecture
University of Florida

Braids

Braids recommendations and priorities are based in part on the 2001 Master Plan data analysis and cost benefit rankings. Updated destination matrix analysis, aggregated segment analysis, public survey prioritization analysis and opportunities for funding that are currently in place or on the horizon represent the major influences of this study on current recommendations. Initial Braids proposals were identified based on three functional provisions — coherence (a connected network structure), directness (reduction of distance and detours between destinations) and safety (minimizing the encounters between cyclists and motor-vehicles). Iterations have been modified and refined based on Steering Committee recommendations and public comments.

The Braids Priority Summary Table below lists the immediate priority Braids in rank order from highest to lowest. Public ranking, aggregated cost benefit and latent demand scores predicted the prioritization schedule as discussed in the sections below.

**Braids Priority Summary
Table**

Priority (highest to lowest)	Braid Designation	Public (low score highest priority)	Cost Benefit (100 best)	Latent Demand (100 best)	Funds
1	Archer (Hull Rd ext)	1	98	70	partial
2	Alachua	2	100	81	initial
3	University	3	91	78	no
4	Hawthorne (6 th St. rail-trail)	4	98	92	partial
5	Bivens	6	92	68	no
6	Westside	8	100	80	no
7	Millhopper	5	87	79	no
8	Glen Springs	7	75	82	no

The Prioritization Summary table above balances the criteria between public interest, safety, latent demand and cost benefit scores to optimize prioritization. Other interests include projects with the momentum of existing funding. These are ranked to promote funding initiatives and public focus on critical linkages. If opportunities become available from linking to related projects or designated funding sources, lower priority projects may be implemented in advance higher priority initiatives.

A. Transportation Alternatives Program Priorities

Table 2 identifies Transportation Alternatives Project-funded bicycle/pedestrian project priorities for the Fiscal Years 2016-17 to 2020-21 Transportation Improvement Program.

Table 2
Transportation Alternatives Program Priorities
Fiscal Years 2016-17 to 2020-21
(within the Gainesville Metropolitan Area)

Number	Project	Location	Description
1 Funded SR2S	<i>NW 19 Lane</i>	FM: NW 16 Terrace TO: NW 13 Street [SR 25]	Construct bicycle facility tying to the W 12 Street bike boulevard
2 L RTP-SHS	West University Avenue [SR 26]	FM: Gale Lemerand Drive TO W 13 Street [SR 25]	Construct Bikeway/Sidewalk [29,000 AADT]
3 L RTP-SHS	West University Avenue [SR 26]	AT: NW 16 Street AT: NW 19 Street	Install Enhanced Pedestrian Crossings [29,000 AADT]
4 L RTP SHS	East University Avenue [SR 26]	AT: Waldo Road [SR 24]	Pedestrian-Oriented Intersection Design (Complete) [18,700 AADT]
5 L RTP-SHS	East University Avenue [SR 26]	FM: E 7 Street TO: E 10 Street	Construct Raised Median [20,500 AADT]
6 L RTP-SHS	University Avenue [SR 26]	AT: Corridorwide	Install Transit Shelters and Benches [29,000 AADT]
7 L RTP-SHS	East University Avenue [SR 26]	FM: E 1 Street TO: E 3 Street	Construct Midblock Pedestrian Crossings [20,500 AADT]
8 L RTP-SHS	University Avenue [SR 26]	AT: Corridorwide	Install Bicycle Striping and Signal Detection [29,000 AADT]
9	NW 143 Street	FM: Newberry Road [SR 26] TO: NW 39 Avenue [SR 222]	Complete Sidewalk Network
10	NE 27 Avenue	FM: State Road 222 TO: State Road 26	Construct 8-Foot Multiuse Path on North Side of Roadway

Note: Projects in italic text are partially funded, as shown in the Transportation Improvement Program.

ADA = Americans with Disabilities Act of 1990; AADT = Average Annual Daily Traffic; E = East; FM = From; NW = Northwest; RTS = Regional Transit System; SR- State Road; SW = Southwest; UF = University of Florida; W = West

Initial Transportation Alternatives Program Priorities were developed by a Technical Advisory Committee working group.

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Illustration III Transportation Alternatives Program Priorities Fiscal Years 2016-17 to 2020-21

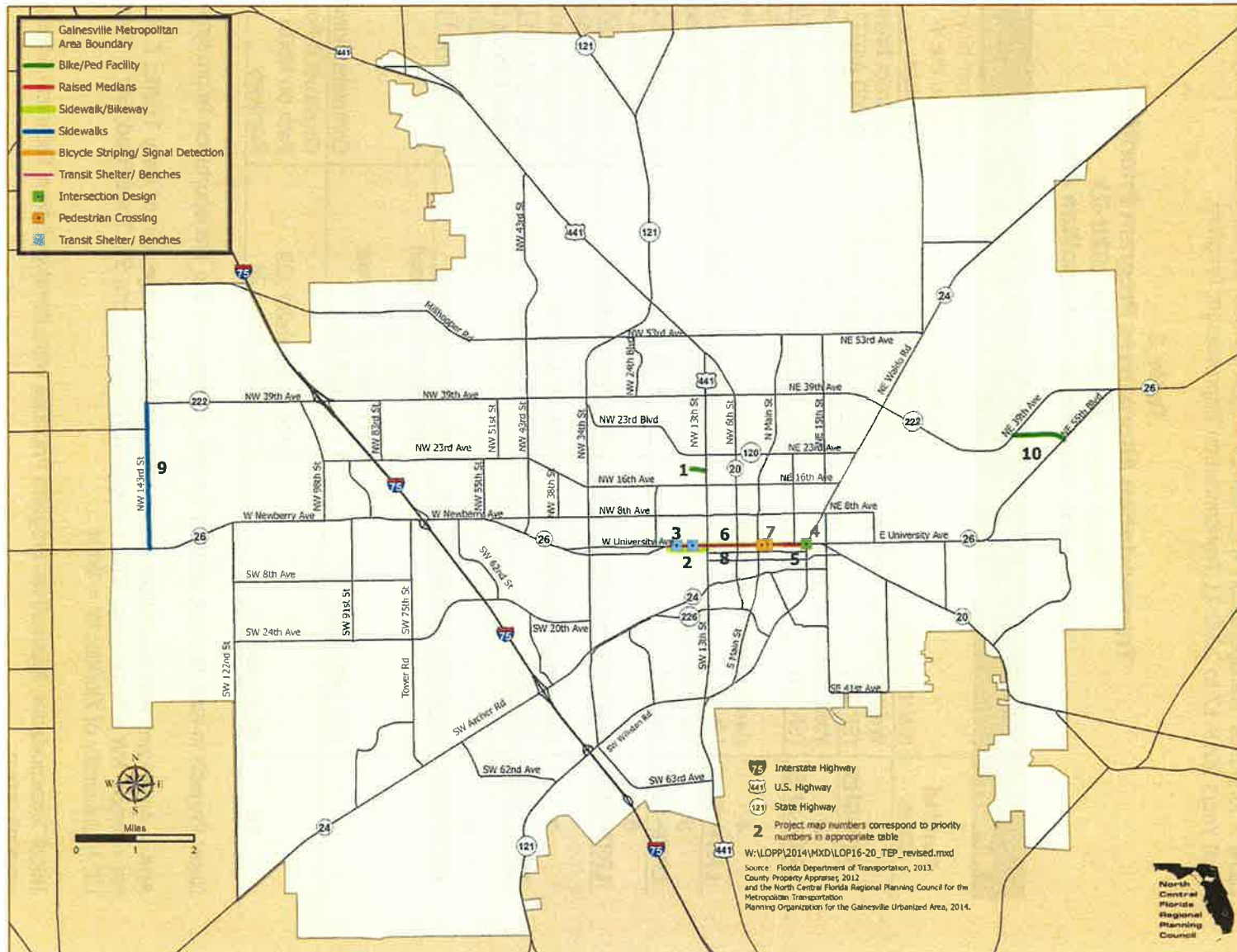


EXHIBIT 3

**Table 2- Staff
Transportation Alternatives Program Priorities- 2016**

Number	Project	Location	Description	Estimated Cost
<i>1</i>	<i>West University Avenue</i>	<i>FM: Gale Lemerand Drive TO: West 13th Street</i>	<i>Bikeway/Sidewalk</i>	<i>\$3,565,820</i>
<i>2</i>	<i>West University Avenue</i>	<i>At NW 16th Street and NW 19th Street</i>	<i>Enhanced Pedestrian Crossings</i>	<i>\$1,070,505</i>
<i>4</i>	<i>East University Avenue</i>	<i>At Waldo Road</i>	<i>Pedestrian-oriented Intersection Design (Complete)</i>	<i>\$310,499</i>
<i>5</i>	<i>East University Avenue</i>	<i>FM: East 7th Street TO: East 10th Street</i>	<i>Raised Median</i>	<i>\$289,729</i>
<i>6</i>	<i>Transit Shelters and Benches</i>	<i>Corridor-Wide</i>	<i>Transit Shelters and Benches</i>	<i>\$656,614</i>
<i>7</i>	<i>Midblock Pedestrian Crossing</i>	<i>FM: East 1st Street TO: East 3rd Street</i>	<i>Midblock Pedestrian Crossing</i>	<i>\$48,148</i>
<i>8</i>	<i>Bicycle Striping and Signal Detection</i>	<i>Corridor-Wide</i>	<i>Bicycle Striping and Signal Detection</i>	<i>\$12,377</i>
TOTAL				\$5,953,692

These were the 2015 staff-recommended projects.

Projects in *italics* are identified in the year 2040 Cost Feasible Plan to be funded by State Highway System funds.

Transportation Alternatives Program (excerpt)

Selection Process

Selection of Projects: Consistent with other Federal-aid highway programs, TAP funds are administered by the State Department of Transportation (State DOT). TAP funds must be used for eligible projects that are submitted by eligible entities (listed below in **Section D**) and chosen through a competitive process (23 U.S.C. 213(c)(4)(A)). TAP does not establish minimum standards or procedures for competitive processes. The statute requires the following with respect to the selection of projects:

- For urbanized areas with populations over 200,000, the MPO, through a competitive process, selects the TAP projects in consultation with the State. (23 U.S.C. 213(c)(5))
- Funds suballocated to small urban areas and nonurban areas (i.e., areas with populations below 200,000) will be administered by the State through a competitive process. (23 U.S.C. 213(c)(4)(A))
- Funds available to any area of the State will be administered by the State through a competitive process. (23 U.S.C. 213(c)(4)(A))
- For the RTP set-aside, the Governor designates the State agency or agencies to administer the program. This may remain the same agency previously designated by the Governor (for most States, a State resource agency or grant agency, or may be the State DOT). (23 U.S.C. 206(c))
- If States have prior year TE or SRTS funds available, those funds may be administered under the same terms and conditions in effect prior to the effective date of MAP-21.

In a large urbanized area, an MPO representing the large urbanized area may allow the State to run its competitive process. However, the final project selection decision must be retained by the MPO and the State cannot require an MPO to turn over the selection process to the State. (23 U.S.C. §§ 134(k)(4)(A) & 213(c)(5)). States and MPOs have discretion about how to establish project priorities, or whether to fund (or not fund) particular categories. There is no requirement to consider all eligible TAP activities equally.

Eligible Project Sponsors - Under 23 U.S.C. 213(c)(4)(B), the **Eligible Entities** to receive TAP funds are:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Tribal governments; and
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Nonprofit organizations are not eligible as direct grant recipients for TAP funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency or a school). Nonprofits are eligible to partner with any eligible entity on a TAP project, if State or local requirements permit.

- Local government entities include any unit of local government below a State government agency, except for a Metropolitan Planning Organization. Examples include city, town, township, village, borough, parish, or county agencies.

- Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
- Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
- School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public, and not only a private entity.

The Recreational Trails Program (RTP) set-aside funds retain the RTP eligible project sponsor provisions under 23 U.S.C. 206. (23 U.S.C. 213(f)(3))

Eligibility - The project selection process and the eligible project sponsor requirements apply for all TAP eligibility. TAP projects are not required to be located along Federal-aid highways. Activities eligible under TAP are eligible for STP funds (23 U.S.C. 133(b)(11)). Some aspects of activities eligible under TAP also may be eligible under other Federal-aid highway programs.

Under 23 U.S.C. 133(c)(2), TAP-eligible projects funded with STP funds are exempt from the location restriction in 23 U.S.C. 133(c). See Section C of the Surface Transportation Program Implementation Guidance for more information.

For SRTS noninfrastructure projects, traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (grades K - 8). Other eligible noninfrastructure activities do not have a location restriction. SRTS infrastructure projects are eligible for TAP funds regardless of their ability to serve school populations, and SRTS infrastructure projects are broadly eligible under other TAP eligibilities, which do not have any location restrictions.

Under 23 U.S.C. 213(b), eligible activities under the TAP program consist of:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 §1103):
 - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized 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 (42 USC 12101 et seq.).
 - B. 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.
 - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - D. Construction of turnouts, overlooks, and viewing areas.
 - E. Community improvement activities, which include but are not limited to:
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.

- F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
- i. address stormwater 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; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The recreational trails program under section 206 of title 23.
 3. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - A. Infrastructure-related projects.
 - B. Noninfrastructure-related activities.
 - C. Safe Routes to School coordinator.
 4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Ineligibility - TAP funds cannot be used for:

- State or MPO administrative purposes, except for SRTS administration, and administrative costs of the State permitted for RTP set-aside funds.
- Promotional activities, except as permitted under the SRTS.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations.

Careful consideration should be given to whether an activity falls within the eligibilities created under TAP. Section 1103 of MAP-21 eliminated the definition of transportation enhancement activities in section 101 of title 23 and inserted in its place a definition of transportation alternatives. The transportation alternatives definition contained in 23 U.S.C. 101(a)(29) created different categories of activities than those included under the previous transportation enhancement definition. As a result, some activities that were previously eligible as independent transportation enhancement projects are no longer eligible; some categories of eligibility remain, but for a different range of activities. In some cases, activities that are no longer eligible for funding as independent TAP projects may be eligible for FHWA participation under other title 23 provisions, such as project mitigation measures when determined necessary to mitigate project impacts (including the impacts of a TAP project). Transportation enhancement categories that are no longer expressly described as eligible activities under the definition of transportation alternatives are:

- Safety and educational activities for pedestrians and bicyclists. **Exception:** Activities targeting children in Kindergarten through 8th grade are eligible under SRTS (an eligible activity under the TAP funding). **Note:** Some of these activities may be eligible under HSIP. Nonconstruction projects for bicycle safety remain broadly eligible for STP funds.
- Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). **Exceptions:** A few specific activities under this category are eligible for funding as TAP projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
- Landscaping and other scenic beautification. However, under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under TAP if selected through the required competitive process. States may use TAP funds to meet junkyard screening and removal requirements under 23 U.S.C. 136 if selected through the competitive process. Landscaping and scenic enhancement features, including junkyard removal and screening, may be eligible as part of the construction of any Federal-aid highway project under 23 U.S.C. 319, including TAP-funded projects.

- Historic preservation, and rehabilitation and operation of historic buildings, structures, or facilities (including historic railroad facilities and canals). Historic preservation activities now are limited to historic preservation and rehabilitation activities relating to a historic transportation facility. See section 101(a)(29)(E). Operation of historic transportation facilities is not eligible under TAP.
- Archaeological planning and research. Under TAP, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
- Establishment of transportation museums. There is no eligibility for this activity under TAP.

TE funds apportioned in prior years will continue to be available for their specified period of availability under the same terms and conditions in effect prior to the effective date of MAP-21.

If there are insufficient TE funds to cover all previously selected TE projects, then a State may use old TE funds on projects that were eligible under TE, but are no longer eligible under TAP, and use TAP funds for previously selected TE projects that remain eligible. Note that TAP projects must be selected through a competitive process.

Source: Federal Highway Administration website <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

Safe Routes to School

Project Eligibility

Eligible Projects - This is not a comprehensive list of eligible projects. It is to be used as a guide. The following types of projects are eligible under Florida Guidelines:

Pedestrian Facilities: Includes new sidewalks and other pathways, sidewalk widening and sidewalk gap closures, all on the public right of way. All of these facilities must include ADA ramps and meet other ADA requirements. Short pedestrian bridges may be able to be funded. Improvements made to routes leading to bus stops.

Bicycle Facilities: Includes bicycle parking facilities such as bike racks; shelters and bike lockers on school grounds. These may be purchased for placement on public school property, but not on private property. This means these facilities cannot generally be placed on private school grounds, though there may be special cases. School Boards normally prefer to install racks themselves on school property.

Traffic Control Devices: Includes new or upgraded marked crosswalks, pavement markings, traffic signs and signals, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, pedestrian activated signal upgrades, and all other pedestrian and bicycle related traffic control devices. Generally these are included as part of a larger bicycle or pedestrian facility project instead of as stand-alone projects. (Note: For any traffic control device that requires minimum 'warrants' to be satisfied prior to their installation, warrant sheets must be attached to the application. Coordinate with the appropriate traffic engineering office on this.)

Traffic Calming: Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full or half street closures and other speed reduction techniques. Generally these are included as part of an overall pedestrian or bicycle facility project. (NOTE: to be eligible, the primary benefit of the proposed traffic calming must be to benefit students biking or walking to or from school.)

Ineligible Projects - This is not a comprehensive list of ineligible projects. It is to be used as a guide. The following are examples of projects which are ineligible:

- Purchase of right of way.
- Sidewalks or other pathways on school property, which are the responsibility of the school board or private school.
- Stand-alone curb ramps, which should be addressed with other funds to meet ADA requirements.
- Stand-alone items that should be addressed by regular maintenance, such as pavement repairs, repainting of roadway markings or replacement of signs.

Infrastructure Projects

Basic Information: Proposed Infrastructure or Engineering projects may be located on or off the state highway system. Infrastructure projects usually take longer to plan and implement. But when they are designed to correct an identified problem, they have a great potential to help more students walk and bike safely to and from school. Public support for Infrastructure projects is mandatory. The public should be informed of the proposal through presentations at such groups as Neighborhood Associations, PTA/PTO's and religious and community groups, as well as through writing articles and letters to the editor of local newspapers. The public should also be invited to attend the school-based SRTS Committee meetings during which the school-based SRTS committee discusses the project proposals. Although meetings of the Bicycle/Pedestrian Advisory Committee and MPO are considered public meetings and should be part of the public involvement process, these meetings must be supplemented by meetings with the affected Neighborhood Associations or other neighborhood meetings, and meetings with the PTA/PTO's for the affected schools, in order to ensure that those directly affected by the projects are informed and support the projects. Some proposed projects will allow students who live within two miles of their school to walk or bike to school, instead of being bused under a "hazardous" or "courtesy" busing program.

Eligibility for SRTS Funding - You will be asked to supply information on many of these items in your application. Important eligibility points to remember:

- Proposed projects must be designed to meet an identified need that is preventing students from walking or biking safely to and from school.
- Proposed projects must be within a two-mile radius of the participating school, and within the school attendance area. Generally, the closer the project is to the school, the more likely it will be to increase the numbers of students walking or biking to and from school, or to increase the safety of students already walking or biking to school. For instance, projects beginning within a half mile to one mile from the school are more likely to encourage students to walk or bike, than projects beginning farther away.
- Proposed projects must be located on public property or on permanent public easements. Right of way issues must be resolved before applying. Make sure you have a clear right of way, and be ready to show the proof.
- Use of traffic control devices must be consistent with the current Manual on Uniform Traffic Control Devices (MUTCD), unless the applicant receives experimental approval from FHWA.

School-based SRTS Committee - Successful SRTS programs begin by developing a comprehensive SRTS plan for an individual school or group of nearby schools. This is done by bringing together the right people to form a school-based SRTS Committee made up of representatives from each of the 5E's. The committee must include representatives from the affected school(s), not just from the school board or the school transportation section. The purpose of the Committee is to:

- identify problems in and around the school, which are preventing students from walking or biking to school,
- propose solutions to these problems, using the 5E approach, and
- decide which solutions can be handled by the Committee and community resources, and which will require SRTS funding.

Applicants are required to form a school-based SRTS Committee which has had at least one advertised public meeting before their application is submitted. They are also required to report in the application the names, titles and E represented by each member of the Committee, and what has been discussed at each meeting.

A School-based SRTS Committee can be based on an existing committee like a Community Traffic Safety Team, a PTA/PTO committee or a School Safety Committee, but other members must be added so the final committee includes school and community representatives from all 5E's. If one of these groups is used as the basis of a SRTS Committee, separate meetings (which can be before or after the regular group meeting) must be held to concentrate on SRTS planning. It is not acceptable to spend a few minutes of a regular committee meeting discussing SRTS and call it a SRTS Committee.

The Committee should include representatives from the school or schools, elected officials, Metropolitan Planning Organizations/Transportation Planning Organizations, appropriate county and city agencies, local neighborhood associations and non-profit organizations. It is important to involve the public and affected neighborhood associations in planning efforts so everyone will be on board if a project is selected for funding. If representatives of the PTA/PTO and affected neighborhoods are not included on the SRTS Committee, special meetings with these groups will need to be held to gain their support for proposed SRTS Infrastructure projects, as explained in more detail in the Infrastructure section.

Funding - The SRTS Program is 100 percent funded, and is managed through the Florida Department of Transportation (FDOT) on a cost-reimbursement basis. Applications are submitted to the local FDOT District Safe Routes to School Coordinator. They can help you with questions. The following measures are critical:

- Projects will be awarded through a competitive process at the local FDOT level.
- Applications are reviewed at the District level for compliance with SRTS Guidelines.
- Applicants are encouraged to be as cost effective as possible so that more SRTS projects and programs can be funded.
- Applicants must prioritize their requests and apply for no more than 5 projects during each Call for Applications.
- These Guidelines list examples of eligible and ineligible SRTS projects and programs. Always check for the most recent version of the Guidelines, since they do evolve over time.

Planning Tools - We recommend that applicants use the Florida Safe Ways to School Tool Kit as their planning process. The Tool Kit contains a process for forming a planning committee and creating and implementing a comprehensive Safe Routes to School plan. The Toolkit can be downloaded from: [Florida Safe Ways to School Tool Kit](#).

Use the national data collection forms located under Evaluation on the website of the [National Center for SRTS](#). The Student In-class Travel Tally and Parent Survey are required to be conducted 3 times during this process. The results must be submitted to the National Center for SRTS (NCSRTS) data base at least six (6) weeks before submitting your application, so you can include the required data summary charts from the NCSRTS as attachments to your application as well as summarizing the results in the body of your Infrastructure application or Non-Infrastructure information form.

1. Before an application or information form is submitted.
2. Shortly before a SRTS project begins.
3. Three to six months after it is completed.

The results from these survey forms must be reported to the District FDOT office which is overseeing your project, as part of the final report on your project.

Notification and Administration - Applicants are required to list contact information on each SRTS application. This gives the Districts a point of contact if questions need to be answered or if modifications are needed to the application. After SRTS projects are reviewed and funding decisions are made, the District will notify each applicant of their proposal's selection or non-selection. A representative from the District will also contact the designated local contact person to help him or her through the process of formalizing the agreement and completing the project or program.

Special Requirements (Note: the following overview may not be all-inclusive.) - There are a number of Federal and State requirements that apply to projects under the SRTS program. Applicants must ensure that they are knowledgeable and able to follow these requirements.

Title 23: All projects funded by SRTS funds must comply with Title 23 requirements of the U.S. Code which include, but are not limited to, the Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements. Whoever carries out the construction (state, county, city, or consultant hired by any of these entities) must comply with all applicable Title 23 requirements. USDOT regulations are available at: [USDOT Regulations](#). (Note: Applicants must work with a Maintaining Agency such as a local government that has experience with Federal Construction Contracts in general, and Title 23 requirements in particular.)

As part of the Title 23 requirements, all SRTS projects must also comply with National Environmental Policy Act (NEPA) regulations. Most SRTS projects will likely be eligible for categorical exclusion under the provisions of 23 CFR Sec 771.117 which recognize there is no significant environmental impact in the construction of bicycle and pedestrian facilities. (Note: The categorical exclusion must be requested and granted; it is not automatic.)

Inclusion in TIP/STIP: All projects funded must be programmed in the local Metropolitan Planning Organization's (MPO's) or Transportation Planning Organization's (TPO's) Transportation Improvement Program (TIP) if applicable, and the Statewide Transportation Improvement Program (STIP). It is recommended that applicants for projects located in an MPO or TPO area work with their MPO or TPO to ensure local support and consistency with regulations.

(Note: the TIP is sometimes called the Comprehensive Improvement Program or CIP.)

Local Permits: Maintaining Agencies for SRTS projects or programs are responsible for any and all local permits relevant to their project. Applicant and Maintaining Agency personnel should work together to determine and acquire the required permits.

Americans with Disabilities Act (ADA): SRTS projects and programs must be designed to reasonably meet the needs of persons with disabilities. In doing so, the project director for the SRTS project or program must comply with all applicable provisions of the ADA. National standards are available at: [National ADA Standards](#), and information on Florida DOT's ADA design standards are available at: [FDOT ADA Design Standards](#).

★ ★ Application Instructions ★ ★

Florida's Infrastructure Application can be found on the [FDOT Forms Website](#), Form number 500-000-30. Complete all applicable sections of the Application and attach all required attachments. Failure to provide all required information may disqualify your application.

Deciding how many Applications are needed:

- Generally, each school requires a separate Infrastructure Application.
- If schools (or any two or more qualifying schools) are located close together and proposed improvements will benefit both schools, they may be combined in one Application. Information on any after school facility which also benefit from the proposed project can be included in the text of the application.
- If there are multiple improvements requested for one school, they should be included in one application.
- If an Applicant proposes improvements at two schools not in the immediate vicinity, two applications would be needed.

Proposals for the same treatment at multiple schools must be based on comprehensive school-based planning which has resulted in the proposals. "One size fits all" solutions generally are not effective for SRTS.

Project Evaluation and Selection

Eligibility Evaluation - Applications are reviewed by local FDOT SRTS Coordinator. A proposed project can be declared ineligible for several reasons, such as:

- The Application was not received by the deadline.
- The Application is not fully completed or is missing required attachments.
- A comprehensive planning process was not completed before applying.
- The required Tally and Survey were not completed before applying or is not attached.
- The project does not comply with SRTS guidelines.
- The project would interfere with or disrupt existing infrastructure or planned improvements.

Ranking Criteria - Some of the selection criteria are:

- Completeness of the School-based SRTS Planning Committee.
- Comprehensiveness of the SRTS planning process (including such tasks as addressing all 5 E's of SRTS and consideration of various solutions to the problems identified.
- Comprehensiveness of the public outreach process, including the affected neighborhoods and PTA/PTO organizations at affected schools.
- High level of interest on the part of the school in supporting walking and bicycling to school, and willingness to participate fully in a comprehensive SRTS program.
- The project does not comply with SRTS guidelines.
- Demonstrated need and community support for the project.
- Potential of the proposed project to increase the number of students walking and bicycling to school.
- Potential to increase the safety of high numbers of students already walking or bicycling to school in hazardous conditions.
- Identification of safety hazards and the potential of the proposed project to reduce child injuries and fatalities.
- Potential for the proposed project to eliminate the need for hazardous or courtesy busing routes.
- Potential for the project to complete a priority pathway, with connections to neighborhoods and public destinations like parks, other schools or libraries.
- Demonstrated need for financial assistance to complete these priority pathway connections.
- Constructability (including clear right of way)
- Consideration and suggestion of alternative locations for projects facing constructability problems.
- Ability of the Applicant or Maintaining Agency to complete the project, or a workable plan to complete the project another way.

Consideration is also given to other factors relating to the proposed project, which are deemed necessary to promote the pedestrian and bicycle safety of students in and around school areas.

Project Administration: Unless the project is to be implemented by the FDOT District, Maintaining Agencies of selected projects will be required to enter into a contract with the FDOT. This contract generally takes the form of a LAP agreement. Any agreement used must contain language for all federally mandated regulations. Important points to remember:

- For projects on local roads, the Project Administrator's agency must in most cases be LAP-certified in order to enter into a LAP agreement to design and/or build the project.
- Projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria established in the Plans Preparation Manual (PPM) and the FDOT design standards. Projects on local systems should meet the minimum standards and criteria provided in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook). These documents can be found on [FDOT's Roadway Criteria web site](#).
- The Project Administrator is required to pay initial project costs and submit progress reports and billings for reimbursement of direct costs, as described in the [FDOT LAP Manual](#).
- Any work performed by the Project Administrator prior to receiving written authorization to proceed is not eligible for reimbursement.
- Indirect costs will not be reimbursed.
- Please contact your District or designee if you have any remaining questions on the submission, selection and administration of SRTS Infrastructure projects.

Source - Florida Department of Transportation website

<http://www.dot.state.fl.us/safety/2A-Programs/Safe-Routes.shtm>

