

2130 Commerce Avenue
Ryan, Florida 33333
Phone: (850) 989-8989 ~ Fax: 989-8990

March 31, 2017

District 3 Florida Department of Transportation
Alicia Brininger, Planning Specialist
1074 Highway 90
Chipley, FL 32428

Re: Transportation Alternatives (TA) Set-Aside Applications
FY 2018 Submittals – City of Ryan

Dear Ms. Brininger:

Attached are the City of Ryan's Transportation Alternative (TA) Set-Aside Applications for consideration during District Three Florida Department of Transportation's (FDOT's) upcoming FY 2018 Work Program Cycle for Surface Transportation Block Grant (STBG) Program funding.

TPO Priority	PROJECT NAME	LIMITS
1	Millie Mollie Mia Sidewalks	<ul style="list-style-type: none">• Millie St from SR 710 (Commerce Ave) to Mollie Ave• Mollie Ave from Millie St to Mia St• Mia St from SR 710 (Commerce Ave) to Ent. Lexie Sports Park
3	Juniper Avenue Sidewalks	Diamond Rd to Sapphire Rd

The City of Ryan has agreed to provide \$266,996.14 local funds (20% of our Cost Estimate) toward the construction of Millie Mollie Mia Sidewalks, our Priority #1 project. This project has been requested and is highly supported by local residents & businesses & will connect residents to existing sidewalks along SR 710 (Commerce Avenue). This will allow access to City offices, businesses, churches, medical facilities, etc., along Commerce Avenue. It will be a positive step in providing a safer and much needed pedestrian route for students walking to & from Shelby Elementary School and participating in after-school activities at Lexie Sports Park.

If you have any questions or if we need to provide anything additional, please let me know.

Sincerely,

Rob Robinson, City Manager
City of Ryan

HAMPTON TRANSPORTATION PLANNING ORGANIZATION (TPO)
ADOPTED TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE PROJECT LIST
Fiscal Year 2019 - 2023

Priority	Project	Limits	Applicant	Notes
1	Millie Mollie Mia Sidewalks	Millie St from SR 710 (Commerce Ave) to Mollie Avenue	City of Ryan	1.0 mi.
		Mollie Avenue from Millie Street to Mia Street		
		Mia Street from SR 710 (Commerce Ave) to Ent. Lexie Sports Park		
2	Summer Road Sidewalks	Meadow Lane to Franklin Road	Shelby County	1.5 mi.
3	Juniper Avenue Sidewalks	Diamond Road to Sapphire Road	City of Ryan	1.2 mi.
4	Eagle City Depot Rehabilitation	Intersection of Railroad Avenue & Main Street	Eagle City	
5	Lanier Street Sidewalks	Victory Road to Church Street	Eagle City	0.8 mi.
6	SR 710 (Commerce Street) Paved Shoulders	CR 7321 (Eagle City Highway) to Ryan City Limits	Shelby County	1.5 mi.
7	CR 7321 (Eagle City Highway) Paved Shoulders	SR 710 (Commerce Avenue) to Henderson County Line	Shelby County	2.0 mi.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT 3 APPLICATION
TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE

Date: March 31, 2017 TPO (If Applicable): Hampton TPO



Project Title: Millie Mollie Mia Sidewalks

Project Sponsor City of Ryan

According to 23 USC 133(h)(4)(B) a project sponsor may be a local government; regional transportation authority; transit agency; natural resource or public land agency; school district, local education agency, or school; tribal government; a non-profit entity responsible for the administration of local transportation safety programs; or 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 this subsection.

Contact Rob Robinson Title City Manager

Address 2130 Commerce Ave, Ryan, FL 33333

Phone (850) 989-8989 Fax (850) 989-8990

e-mail address: citymanager@ryan.gov



Priority (relative to other applications submitted by the Project Sponsor) 1

Name of Applicant (If other than Project Sponsor): _____

1. Qualifying Transportation Alternatives Activities: (23 USC 101 (1)(a)(29) or former 23 (USC 213(b)(1)

TA Set-Aside projects must benefit the general public (23 CFR 1.23 and CFR 460.2).

Check the Transportation Alternatives Program (TAP) activity that the proposed project will address.

(NOTE: Checking all activities possible does not ensure or increase eligibility. Each activity checked must meet all criteria required by FHWA.

X

Construction, Planning, and Design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990

Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs

Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users

Construction of turnouts, overlooks, and viewing areas

Community improvement activities, including:

- Inventory, control, or removal of outdoor advertising;
- Historic preservation and rehabilitation of historic transportation facilities;
- Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
- Archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.

Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:

- Address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff including activities described in 23 USC 133(b)(3) [as amended under the FAST Act], and 328(a) and 329 of Title 23; or
- Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

The Recreational Trails Program under 23 USC 206 – Contact Pamela Lister at Department of Environmental Protection, Office of Greenways and Trails (850) 245-2065, or email Pamela.Lister@dep.state.fl.us for further information.

Safe Routes to School Projects – Contact Barbara Lee at (850) 330-1428, or email Barbara.Lee@dot.state.fl.us for further information.

Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

2. Project Description:

Use additional sheets as necessary to respond to the following:

- (a) Provide a clear and concise detailed description of the Transportation Alternatives project. For sidewalks and multi-use paths, include the preferred width and construction material, (i.e. concrete or asphalt surface). If the project is located parallel to a roadway include which side of roadway is proposed for the construction, and note any unique or special features that may be necessary which have been identified (such as boardwalks, bridges, drainage, guardrail, etc.).



- (b) What type of work is being proposed? (Check all that apply)

_____ Planning Activities

_____ Project Development and Environmental Studies

 X Engineering and Final Plans Preparation Work

_____ Right of Way Acquisition

 X Construction

 X Construction Engineering and Inspection Activities



- (c) Where is the project located (and what is the project length and termini, if appropriate)? Include location map.

- (d) Summarize any special characteristics of project. Provide typical section drawings for appropriate projects.



- (e) Describe the project's existing right of way ownerships. This description shall identify when the right of way was acquired and how ownership is documented (i.e. plats, deeds, prescriptions, certified surveys).



- (f) Describe any proposed right of way acquisition, including expected matching fund source, limitations on fund use or availability, and who will acquire and retain ownership of proposed right of way.






- (g) Describe any related project work phases that are already complete or currently underway.



- (h) Other specific project information that should be considered.

3. Project Implementation Information:

Attach documentation as exhibits to this application.

-  (a) Describe the proposed method of performing (i.e. contract or in-house) and administering (i.e. local or state) each work phase of the project. If it is proposed that the project be administered by a governmental entity other than the Department of Transportation, the agency must be certified to administer Federal Aid projects in accordance with the department's **Local Agency Program Manual (Procedure No. 525-010-300)**.
-  (b) Describe any public (and private, if applicable) support of the proposed project. (Examples include: written endorsement, formal declaration, petition, resolution, public meetings, financial donations or other appropriate means).
-  (c) Describe the proposed ownership and maintenance responsibilities for the project when it is completed.
-  (d) Describe source of matching funds and any restrictions on availability.
-  (e) Other specific implementation information that should be considered.

4. Project Cost:

If a more detailed breakdown of cost estimates is being provided, a sample cost estimates sheet is provided for your use.

[Sample Construction Cost Estimate](#)

For latest cost information go to:

<http://www.fdot.gov/programmanagement/estimates/historicalcostinformation/historicalcost.shtm>

What is the total estimated cost of the work requested to be funded as a transportation alternative project through this application?

Planning Activities	\$ _____
Project Development and Environmental Studies	\$ _____
Engineering and Final Plans Preparation Work	\$ <u>197,774.92</u>
Right of Way Acquisition	\$ _____
Construction	\$ <u>988,874.59</u>
Construction Engineering and Inspection Activities	\$ <u>148,331.19</u>
Other (Describe)	\$ _____
TOTAL:	\$ <u>1,334,980.70</u>

How will the project be funded?

FDOT Transportation Alternative Funds \$ 1,067,984.56 + Local \$ 266,996.14 = Total \$ 1,334,980.70

FDOT Transportation Alternative Funds 80 % + Local 20 % = 100%

CERTIFICATION OF PROJECT SPONSOR

I hereby certify that the proposed project herein described is supported by City of Ryan,
(Project Sponsor)

and that said entity will: (1) provide any required funding match; (2) enter into a maintenance agreement with the Florida Department of Transportation; (3) comply with the **Federal Uniform Relocation Assistance and Acquisition Policies Act** for any Right of Way actions required for the project, and (4) comply with the **NEPA** process prior to construction, which may require involvement with the **State Historic Preservation Officer (SHPO)**, and other State and/or Federal agencies, prior to construction, and (5) support other actions necessary to fully implement the proposed project. I further certify that the estimated costs included herein are reasonable and agree to follow through on the project once programmed in the Florida Department of Transportation's Work Program. I fully understand that significant increases in these costs could cause the project to be removed from the Florida Department of Transportation work program.

If project is not located along a state roadway:

Is sponsor or applicant willing to administer project using the Department's Local Agency Program (check one)

Yes X No _____

Status of sponsor/administrator's LAP certification: Currently certified X Not certified _____

Applied for certification & pending review _____ Planning to apply for certification _____

Other (explain) _____

Is resolution included with application? Yes X No _____

A copy of the adopted resolution showing sponsor's (board or council) approval and support of project should be included with this application.

Is project funding being requested for this same project in other programs? Yes _____ No X _____

If yes, please list other funding program/applications submitted: (i.e. HSIP, SRTS, SCRAP, SCOP, CIGP, etc.)

Darby Lee
* Signature

Darby Lee
Name (please type or print)

Commission Chairman, City of Ryan
Title

March 31, 2017
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).

2. Project Description:

- a. The proposed project is for the construction of 5' wide concrete sidewalks along the E side of Millie Street from existing sidewalk along the N side of SR 710 (Commerce Avenue) to the N side of Mollie Avenue; along the N side of Mollie Avenue from Millie Street to the E side of Mia Street; and along Mia Street from existing sidewalk on the N side of SR 710 (Commerce Avenue) to the entrance of Lexie Sports Park. It will include drainage features, curb and gutter, detectable warnings, and associated striping for crosswalks. The crosswalks will be located across Mollie Avenue along Millie Street and across Mia Street along Mollie Avenue.

In addition to providing connections to existing sidewalks on SR 710 (Commerce Avenue), the proposed project will provide pedestrian access to Shelby Elementary School and safer pedestrian travel for students walking to Lexie Sports Park for activities after school. It will also provide an alternate travel mode for residents within the area to access the park, businesses, City Hall, churches, and medical offices along SR 710 (Commerce Avenue).

- c. The proposed project begins on the E side of Millie Street from existing sidewalk along the N side of SR 710 (Commerce Avenue) to the N side of Mollie Avenue (0.2 mi); along the N side of Mollie Avenue from Millie Street to the E side of Mia Street (0.4 mi); and along the E side of Mia Street from existing sidewalk on the N side of SR 710 (Commerce Avenue) and terminating at the entrance to Lexie Sports Park (0.4 mi). Total length of project is 1 mile (5,280 LF). See Location Map for details.
- d. The City proposes to maintain a 4' landscape strip between the Curb and gutter and proposed sidewalk. See Typical Section included for details.
- e. The City owns 60' of right-of-way along Millie & Mia Streets and along Mollie Avenue.
- f. No right-of-way acquisition is anticipated. The City currently owns right-of-way (recorded in Hampton County Plat Book XYZ). will retain ownership of right-of-way, and agrees to maintain sidewalks when constructed.
- g. Other than existing sidewalk along SR 710 (Commerce Avenue), to which the proposed project will connect, there are no work phases currently underway or previously undertaken.
- h. The fence along Mollie Avenue (in front of Shelby Elementary) is outside the City right-of-way & should not pose a problem during construction. No permitting issues are anticipated.

3. Project Implementation Information:

- a. The City has current LAP Certification, & will administer design, construction, and construction engineering and inspection activity phases through the Local Agency Program. Professional services and construction contracts will be awarded in accordance with local, state and federal rules.
- b. The City held an advertised public meeting on January 16, 2017 related to this proposed project and received overwhelming Private support (verbal & written) from residents and local business owners. A sign-in sheet from that meeting and comment letters with signatures are included. Other Public support letters from City, County, and School officials are also included.
- c. The City will retain ownership and agrees to maintain project when completed.
- d. The City has committed \$266,996.14 (20%) to this project from Local Option Sales Taxes (LOST funds).
- e. Local officials & residents have expressed that there is already a great need for this sidewalk. The City is ready and willing to begin this project as soon as remaining funds needed are available.

SUMMARY OF QUANTITIES & COST ESTIMATES

Pay Item No (If Applicable)	Description	Unit	Quantity	Unit Cost	Total
104-10-3	Sediment Barrier = 5280'	LF	5,280	\$1.63	\$8,606.40
110-1-1	Clearing & Grubbing (14' x 5280')	AC	2	\$13,234.43	\$22,461.52
120-1	Regular Excavation (6"x2'x5280')	CY	196	\$5.47	\$1,069.69
120-2-2	Borrow Excavation (((4'x6")+(5'x2")+(1'x6")+.5x2'x6"))x5280')	CY	750	\$10.43	\$7,818.64
425-1-321	Pipe Culv, Opt Matl, Round 18"	LF	4,200	\$85.66	\$359,772.00
430-175-118	Inlets, Curb, Type P-2, <10'	EA	17	\$4,785.40	\$81,351.80
520 -1-10	Type F Curb and Gutter	LF	5,280	\$18.94	\$100,003.20
522-1	4" Concrete Sidewalk - 5' wide	SY	2,933	\$37.25	\$109,266.67
522-2	6" Concrete Sidewalk -12 driveways @ 20 SY	SY	240	\$48.27	\$11,584.80
527-2	Detectable Warnings - 8 locations @ 8 SF	SF	64	\$28.99	\$1,855.36
570-1-2	Sod (5'x5280')	SY	2,933	\$2.55	\$7,480.00
1644-800	Fire Hydrant Relocate	EA	2	\$2,652.86	\$5,305.72
					\$716,575.79
999-25	CONSTRUCTION CONTINGENCY - 15%	LS			\$107,486.37
	MOBILIZATION - 10%	LS			\$82,406.22
102-1	MAINTENANCE OF TRAFFIC - 10%	LS			\$82,406.22
					\$988,874.59

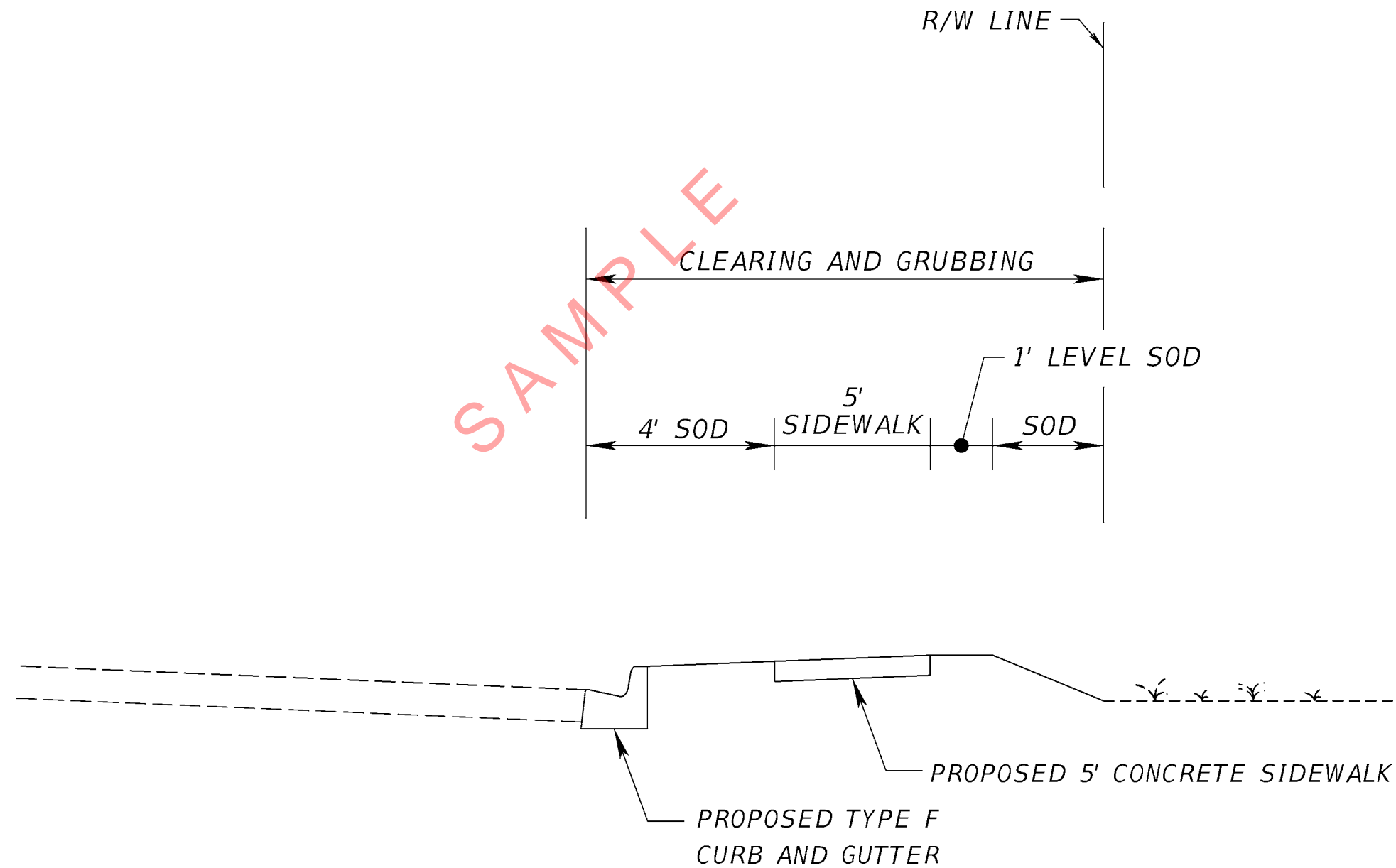
Engineering and Final Plans Preparation Work - 20%				\$197,774.92
Construction Engineering and Inspection Activities - 15%				\$148,331.19

Total (All Phases):	\$1,334,980.70
Local Contribution (20%):	\$266,996.14
Balance (TA Funds):	\$1,067,984.56

SAMPLE



SAMPLE



REVISIONS				PROFESSIONAL ENGINEER, P.E. # 11111 ENGINEERING FIRM, INC. 2600 COMMERCE AVENUE RYAN, FLORIDA 33333 TEL. (850) 989-9000 FAX. (850) 989-9001 FLORIDA CERT. NO. EB-0001111	CITY OF RYAN ROAD NAME MILLIE STREET, MOLLIE AVENUE, MIA STREET, LEXIE SPORTS PARK	TYPICAL SECTION	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				

CHAPTER II. TRAFFIC CIRCULATION

EXECUTIVE SUMMARY

The City of Ryan road system is currently adequate to serve the present population, the commercial and industrial needs and the through traffic using the city's roads.

Analysis of future needs indicates that land ownership patterns will force both home building and commercial enterprises to remain within the corridors served by the present road network and that no further extensive additions to the system will be necessary during the period covered by this plan. The predicted population increase is small enough that the system can maintain level of service C with no rebuilding or upgrading.

Gasoline tax revenue will remain adequate as the primary fund source for road work.

GOALS, OBJECTIVES AND POLICIES

GOAL: Maintain a safe, convenient and efficient transportation system which provides for rapid movement of people, goods and services.

Objective 1: The City shall ensure a safe, convenient and efficient motorized and non-motorized transportation system throughout the planning period.

Policy 1-1: All roads shall be constructed according to the minimum standards of the City of Ryan and Florida Department of Transportation.

Policy 1-2: Peak hour level of service "C" on principal arterials and "D" on all other roadways shall be maintained for all roads in the City .

Policy 1-3: The Land Development Regulations shall contain provisions regulating site design and subdivision layout, consistent with the density, intensity, and the character of the district, as defined in the Future Land Use Element.

1. The regulations shall include an integrated driveway standard and permitting requirement for all new or rebuilt driveways and streets. This standard shall include provisions to minimize the number of driveways, and require auxiliary features such as turn lanes and channelization.
2. Regulations shall include design requirements for safe and convenient on-site traffic circulation and ratios to establish parking requirements according to land use.
3. Promote the use of alternative modes of transportation where economically feasible, including sidewalks, bicycle lanes, paths, and walking trails.

Hampton Transportation Planning Organization (TPO) Bicycle/Pedestrian Master Plan

Table 1 Priorities

Road Number	Road Name (Local)	From	To	County	Mode	Modal LOS	Recommended Facility Type	Total Cost	Benefit/Cost Index	Rank
	Millie Street	SR 710 (Commerce Ave)	Mollie Ave	Shelby	Pedestrian	F	Sidewalk (E Side)	\$610,000.00 (Let 3 Segments as 1 project)	0.01	1P
	Mollie Avenue	Millie Street	Mia Street	Shelby	Pedestrian	F	Sidewalk (N Side)			
	Mia Street	SR 710 (Commerce Ave)	Ent. Lexie Sports Park	Shelby	Pedestrian	F	Sidewalk (E Side)			
	Summer Road	Meadow Lane	Franklin Road	Shelby	Pedestrian	F	Sidewalk (S Side)	\$915,000.00	0.01	2P
	Juniper Avenue	Diamond Road	Sapphire Road	Shelby	Pedestrian	F	Sidewalk (W Side)	\$732,000.00	0.02	3P
	Lanier Street	Victory Road	Church Street	Henderson	Pedestrian	D	Sidewalk (E Side)	\$48,800.00	0.02	4P
SR 710	Commerce Avenue	CR 7321 (Eagle City Hwy)	Ryan City Limits	Shelby	Bicycle	D	Add Paved Shoulders (Major Regrading)	\$1,200,000.00	0.03	1B
CR 7321	Eagle City Highway	SR 710 (Commerce Ave)	Henderson Co. Line	Shelby	Bicycle	D	Add Paved Shoulders (Major Regrading)	\$1,600,000.00	0.04	2B

SAMPLE RESOLUTION NO. 2017-000

A RESOLUTION BY THE City Commission, City of Ryan, FL, TO SUPPORT CONSTRUCTION OF Millie Mollie Mia Sidewalks WITH TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE SURFACE TRANSPORTATION BLOCK GRANT (STBG) FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, walking helps meet the goals of Chapter 339.175 Florida Statutes, to serve the mobility needs of people while minimizing transportation related fuel consumption and air pollution; and

WHEREAS, the Center for Disease Control (CDC) encourages people to walk for fitness, transportation and fun; and

WHEREAS, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law on December 4, 2015, replacing the Transportation Alternatives Program (TAP) with Surface Transportation Block Grant (STBG) Program funding for Transportation Alternatives (TA) Set-Aside funds. These include all projects and activities that were previously eligible under TAP, and addresses growing concerns about air quality, open space, and traffic congestion; and

WHEREAS, The Transportation Alternatives (TA) Set-Aside STBG Program strengthens the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system; and

WHEREAS, this support is consistent with the Hampton Transportation Planning Organization (TPO), Florida Department of Transportation, CDC, and FAST Act policies supporting alternative means of transportation; and

WHEREAS, the proposed sidewalk on Mia Street, Mollie Avenue, and Millie Street will provide the neighborhoods on the north side of SR 710 (Commerce Avenue) a safe means of pedestrian access to Shelby Elementary School, Lexie Sports Park, shopping center, church, and businesses.

NOW, THEREFORE BE IT RESOLVED BY THE City Commission, City of Ryan, FL THAT:

1. The City Commission supports the construction of the Millie Mollie Mia Sidewalk Project and authorizes the City to submit an application to the Florida Department of Transportation in 2017 to be considered for Transportation Alternatives (TA) Set-Aside Surface Transportation Block Grant (STBG) Program funding; and
2. Expresses a willingness to enter into a Memorandum of Agreement between the City of Ryan, Florida and the Florida Department of Transportation if said funding is awarded.


PASSED AND DULY ADOPTED BY The City Commission, City of Ryan, FL on this 27th Day of March, 2017.

Attest:



Taylor Carroll
City Clerk
City of Ryan





Darby Lee
Commission Chairman
City of Ryan



Shelby Elementary School
200 Mollie Avenue
Ryan, Florida 33333



January 3, 2017

Mr. Rob Robinson, City Manager
City of Ryan
2130 Commerce Avenue
Ryan, Florida 33333

Dear Mr. Robinson:

I am happy to support the City of Ryan's application for FDOT Transportation Alternatives (TA) Set-aside Surface Transportation Block Grant (STBG) Program funding for the construction of sidewalks along Millie Street, Mollie Avenue, and Mia Street. Sidewalks along these streets will greatly enhance the safety of our students as they walk to & from school and to after-school activities at the Lexie Sports Park. It will also be an asset to all residents along these roadways as the proposed sidewalks provide connections to existing sidewalks along SR 710 (Commerce Avenue) which provides access to businesses, City offices, medical facilities, churches etc. along that corridor.

Thank you for your efforts to secure funding for this worthwhile project.

Sincerely,

Benjamin Powers, Principal
Shelby Elementary School



PUBLIC MEETING
RE: PROPOSED SIDEWALKS ALONG
MILLIE STREET, MOLLIE AVENUE, & MIA STREET

[illegible]

Note: Sign-in Sheet from Public Meeting

Letter of Support
For Sidewalks Along Millie Street, Mollie Avenue, & Mia Street
Ryan, Florida

Name: _____

Address: _____

I, _____, **support** construction of
sidewalks along Millie Street, Mollie Avenue, & Mia Street. I support this project

because _____

_____.

Print Name

Date

Signature

Note: Blank forms available at Public Meeting

Letter of Non-Support
For Sidewalks Along Millie Street, Mollie Avenue, & Mia Street
Ryan, Florida

Name: _____

Address: _____

I, _____, **do not support** construction of
sidewalks along Millie Street, Mollie Avenue, & Mia Street. I do not support this project
because _____

_____.

Print Name

Date

Signature

Note: Blank forms available at Public Meeting

APPLICATION INFORMATION AND APPLICANT CHECKLIST DISTRICT 3 TRANSPORTATION ALTERNATIVE (TA) SET-ASIDE (Please provide a copy with application submittal)

Application Information

Choose one.

- ☒ This is a new application.
- ☐ This application is an update to a previously submitted application.
- ☐ This application is for another phase of a previously submitted application.

Choose applicable Area Type.

- ☒ Project is within a Metropolitan Planning Area.
 - ☒ If project is within a Metropolitan Planning Area, is application being submitted through the appropriate TPO?
 - ☒ Is proposed project included in the appropriate TPO's Transportation Improvement Program (TIP).
 - ☒ Has a copy of the TIP been included showing inclusion and priority ranking.
 - ☒ Is project being submitted in the TPO's allotted biannual cycle year?
 - ☒ Is project being submitted by the TPO's due date?
- ☐ Project is not located within a Metropolitan Planning Area.
 - ☐ If project is not within a Metropolitan Planning Area is it being submitted directly to the FDOT District 3 Transportation Alternatives (TA) Coordinator?
 - ☐ Has the sponsor's priority ranking for previously eligible but unfunded and proposed transportation alternatives projects been included in submittal?
 - ☐ Is project being submitted prior to due date?

Applicant Checklist

Go to FHWA's FAST Act website at: <https://www.fhwa.dot.gov/fastact/> for latest information, eligible activities, and criteria.

Transportation Alternatives (TA) Set-Aside guidance may be accessed at:

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

- ☒ Is project title brief, and does it reflect the location of the project and the type of work being requested?
- ☒ Does the project have a qualifying sponsor?
- ☒ Has contact information been entered and an e-mail address supplied for the coordination necessary while processing the application?
Note: If applicant has used an outside source (such as a consultant) to prepare the application, and the consultant's name is used as the contact person, any time they spend coordinating with reviewers may be billed to the applicant (depending upon contract stipulations).

- ☒ Has the name of applicant been supplied (if other than project sponsor)?
- ☒ Does the proposed project meet eligibility criteria in FHWA TA Guidance?
- ☒ Did you provide a brief and concise description of the proposed project with a thorough explanation of proposed project, location, termini, which side of roadway, widths and lengths (if applicable)?
- ☒ Did you select the types of work activities where funding is being requested?
- ☒ Is a location map (8.5" x 11") provided with identifiable boundaries of the general area and location of project or termini clearly noted?
- ☒ Have special characteristics of the project been identified?
- ☒ Have typical section drawings been included where applicable?
- ☒ Has right-of-way ownership been identified and verified that it is in public use?
- ☐ If any part of proposed project is not within applicants' sole ownership (or within State right-of-way if applicable), have you coordinated with owners and received their approval? If so, have they provided an adopted resolution of support? N/A - All owned by City of Ryan
- ☐ If right-of-way is not in public ownership, is there a long-term lease agreement or a deed restriction currently in place that protects the investment of funds for the expected useful life of the project? N/A
- ☐ If application requires right-of-way acquisition, is amount and other information included? N/A
Note: The status of right-of-way issues may be a consideration in the selection and implementation of Transportation Alternative (TA) Set-Aside projects.
- ☒ Have previous work phases or work in progress been identified where applicable?
- ☐ Have permits that will be required been identified? None anticipated
- ☐ Have you noted any prior coordination with permitting agencies? N/A
- ☐ Have you provided specifics of any prior coordination with permitting agencies (if applicable) detailing any problem areas as well as positive feedback? N/A
- ☒ If project is not on a state roadway, did you agree to perform & administer project using the LAP process and identify the status of LAP Certification?
- ☐ If another entity has agreed to perform LAP Administration for you, have you included an adopted resolution from them stating that they agree to administer project? N/A

- ☒ Have you included copies of letters of support from public sources? (include written endorsements, formal declarations, petitions, public meetings, and/or financial donations).
- ☒ Have you included copies of letters of support from private sources? (include written endorsements, formal declarations, petitions, public meetings, and/or financial donations).
- ☒ Did you include documentation of project's consistency with appropriate local comprehensive land use and transportation plans?
- ☒ Where applicable (such as bike & pedestrian facilities), did you include a copy of support documentation from the Local Government Comprehensive Plan or Regional Plan showing support for bike/ped facilities?
- ☒ Did you describe the proposed ownership and maintenance responsibilities for the project when it is completed?
- ☒ Did you provide a cost estimate with estimated funds needed for each requested work activity. *Note: If your project is far enough along in the planning stage that you have detailed estimates, please provide them also.*
- ☒ Did you include a total amount of funding needed for the project and amounts and percentages to be provided by FDOT, local, and other sources?
- ☒ Has the Certification of project Sponsor been executed by the appropriate person with signatory authority?
Note: Certification of Project Sponsor must be signed by the appropriate person that is authorized to obligate services and funds and has been delegated legal signatory authority for the appropriate applicant/sponsor (generally chairman of the commission or council).
- ☒ Have you included an adopted resolution of support from the project sponsor, which has been signed by the appropriate person with signatory authority?
- ☐ Have you listed any additional programs or applications where you have requested funding for this same project?

RECOMMENDED ORDER FOR APPLICATION SUBMITTAL:

1. Cover letter for application(s) being submitted & TPO/TPA Priority List if within Metropolitan Planning Area (MPA)
2. Application
3. Additional responses from application questions & any additional exhibits
4. Cost Estimate
5. Location Map
6. Typical Section (if applicable)
7. Any project-related drawings or pictures (if available)
8. Comprehensive Plan Compliance Support Documentation & Bike/Ped Master Plan Support Documentation (if applicable)
9. Adopted Resolution(s) of Support
10. Public Support Letters
11. Private Support Letters & Public Meeting documentation
12. Completed Checklist