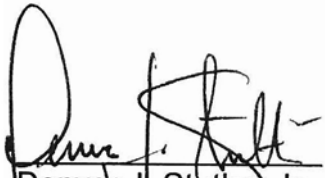


Approved:



Denver J. Stutler, Jr., P.E.
Secretary

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TRANSPORTATION ENHANCEMENT PROJECTS

PURPOSE:

This procedure describes how the Department identifies eligible candidate projects that can be funded by federal Surface Transportation Program (STP) funds that are available for transportation enhancement activities.

AUTHORITY:

Title 23 United States Code (U.S.C.), Section 101(a) and Section 133(d), and Chapter 339, Florida Statutes (F.S.)

SCOPE:

The principal users of this document are Department Enhancement Coordinators in District Planning and Work Program Offices, and Enhancement Project Managers in District Production Units.

BACKGROUND:

Title 23 U.S.C. requires that 10 percent of the Surface Transportation Program (STP) funds only be available for transportation enhancement activities. Enhancement funds are distributed annually to each District pursuant to **Section 339.135(4)(a), F.S.**, with the exception that each year, an amount of the state's enhancement funds will be administered by the Central Environmental Management Office for use on statewide projects.

Chapter 339, F.S., is the mechanism used for determining priorities and programming projects among competing transportation interests.

DEFINITIONS:

Applicant: Any group or entity interested in proposing an enhancement project, for which there is a project sponsor, that submits a complete and accurate **Application for Transportation Enhancement Projects** that contains all of the information requested on the sample application attached to this procedure as **Appendix B**. Applicants may

include, but are not limited to, the Department (Central Office and Districts), other state agencies, federal agencies, statewide or national interest groups, Indian Tribal Councils, Metropolitan Planning Organizations (MPO), county commissions, municipalities, and local interest groups.

Enhancement Project: Projects or project features that go beyond what is routinely provided in transportation projects or in mitigation requirements associated with transportation projects. These projects or project features must meet the requirements of the qualifying activities listed in these definitions, and the eligibility criteria and implementation guidelines contained in **Appendix A** of this procedure.

Enhancement Activities: The following are the only activities related to surface transportation that can be funded with enhancement funds:

- (1) Provision of facilities for pedestrians and bicycles.
- (2) The provision of safety and educational activities for pedestrians and bicyclists.
- (3) Acquisition of scenic easements and scenic or historic sites.
- (4) Scenic or historic highway programs, (including the provision of tourist and welcome center facilities).
- (5) Landscaping and other scenic beautification.
- (6) Historic preservation.
- (7) Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
- (8) Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
- (9) Control and removal of outdoor advertising.
- (10) Archaeological planning and research.
- (11) Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- (12) Establishment of Transportation museums.

Local Agency Program (LAP) Manual (Topic No. 525-010-300): A Department manual which establishes uniform practices for authorizing local governments to use federal-aid funds for project planning, development, design, right of way, construction, and construction engineering inspection.

Project Sponsor: Any recognized government entity (ex.: municipal, county, state, or federal agency) willing to: (1) provide any funding match that may be required; (2) enter into a maintenance agreement with the Department; and/or (3) support other actions necessary to fully implement the proposed project. Indian Tribal Councils may sponsor and submit proposed enhancement projects directly to the appropriate District. The project sponsor may also be the applicant or the Department.

Statewide Enhancement Project: An enhancement project that: (1) has statewide significance or is part of a large system or network and is sponsored by a state or federal agency; or (2) is required to implement any Federal Highway Administration (FHWA) statewide programs (e.g., non-conforming sign removal).

Surface Transportation Program: A general program of transportation funding defined under *Title 23, United States Code, Section 133*. Although there is no defined surface transportation system, it is a general purpose program for transportation activities on all roadways within the State (including the National Highway System) except those that are functionally classified as local, unless such roads were on the Federal-aid highway system as of January 1, 1991. The following types of projects are not restricted to a highway functional classification:

- (1) Bridge projects
- (2) Projects to mitigate damage to wildlife, habitat, and ecosystems caused by federally funded transportation projects
- (3) Carpool/vanpool projects
- (4) Fringe and corridor parking facilities and programs
- (5) Bicycle transportation and pedestrian walkways
- (6) Highway and transit safety improvements and programs
- (7) Hazard elimination projects
- (8) Projects to mitigate hazards caused by wildlife
- (9) Railway-highway grade crossing projects

Transit Enhancement Activities: Projects that enhance mass transportation services in urbanized areas greater than 200,000. This is a separate program created by the *Transportation Equity Act for the 21st Century* and is funded through the Federal Transit Administration, rather than through this Program.

1. SOLICITATION OF APPLICATIONS

Transportation enhancement projects are identified, funded, and developed in the same manner as other transportation projects through the work program development process. There is no longer as great a need to inform specific interest groups and solicit projects as when the program was created in 1991 as a new funding source for traditionally non-eligible activities. Most interest groups and local governments are well aware of the program and the funding available in their respective areas. The District Director of Transportation Development or the designated Transportation Enhancement Coordinator may elect to conduct workshops or make specific request for enhancement projects in the event that the eligible project requests do not consume the available program funds or there are identified communities that need additional information or assistance.

- 1.1 Each District Director of Transportation Development or designee shall be responsible for obtaining applications for transportation enhancement projects to develop a work program that utilizes the available District enhancement funding. To this end, the Districts may establish specific schedules for soliciting applications, reviewing applications, and making eligibility determinations. The Districts will generally coordinate the solicitation of applications through the appropriate MPO's and county commissions.
- 1.2 The Transportation Enhancement Program Manager in the Central Environmental Management Office (CEMO) shall be responsible for obtaining applications for transportation enhancement projects that qualify as statewide enhancement projects to be able to develop a work program that utilizes the statewide program enhancement funding. The CEMO will generally solicit applications from other state or federal agencies that may be involved in transportation enhancement activities.
- 1.3 Any solicitation for applications should provide potential applicants as much information about the enhancement program as possible. The solicitation should indicate the level of funding available and the fiscal year(s) that the funds are available. Applicants should also be provided with information describing the eligibility requirements for transportation enhancement funds, and the selection, programming and implementation processes.
- 1.4 The solicitation for applications should be timed so that projects can be incorporated into the Five-Year Work Program development process and/or the MPO's Transportation Improvement Program (TIP) development process. These requirements are outlined in ***Procedure No. 360-020-001, Work Program Development and Adoption***, and ***Procedure No. 525-010-025, Metropolitan Planning Organization Administrative Manual***.
 - 1.4.1 In general, projects need to have been identified by the end of September to be included in the gaming cycle that begins the development of each tentative Five Year Work Program. The tentative work program will become the adopted Five Year Work Program for the next five fiscal years starting the following July first.
 - 1.4.2 To coincide with the tentative work program development, MPO's begin their TIP development, earlier in the year by identifying a list of priority projects.
 - 1.4.3 To meet work program and TIP development time frames, any needed solicitation of enhancement applications should be early in the calendar year to allow time for application reviews, eligibility and feasibility determinations, TIP updates and tentative work program inclusions. Solicitation of applications should occur early enough to identify projects eligible for funding in the five-year work program beginning in July of the following year. Any solicitations or

applications received later in the year will result in those projects being held over for consideration for inclusion in the next work program and TIP development cycle.

2. APPLICATION

Applications are encouraged to be submitted via a completed Application for Transportation Enhancement Projects. The sample application is attached as ***Appendix B***.

- 2.1** Each District shall designate a contact person to receive applications and answer questions regarding the application process for district enhancement projects. The CEMO shall designate a contact person to answer questions regarding the application process for statewide enhancement projects.
- 2.2** All applications shall be submitted by the project sponsor. Applicants that cannot serve as a project sponsor (i.e., local interest group or non-profit organization) must obtain a sponsor for the project, and have the sponsor submit the application. An individual designated to act on behalf of the sponsoring agency must sign the application.
- 2.3** Applications for all district enhancement projects located within a metropolitan planning area shall be submitted by project sponsors through the appropriate MPO. Applications submitted to the MPO will be reviewed (i.e., accuracy, worthwhile, and appearing to be eligible), and then forwarded by the MPO to the District. The MPO will forward only those applications that are included or considered candidates for inclusion in the MPO's TIP.
- 2.4** Applications for district enhancement projects located outside a metropolitan planning area should be submitted by the project sponsor to the appropriate county commission for submission to the District. In cases where the sponsor is a local government other than the county, an application may be submitted directly to the District for an eligibility determination. However, in these cases, projects will be subject to review and approval by county commissions as part of the tentative work program development process. County commission review is not required for projects sponsored by Indian Tribal Councils.
- 2.5** Applications for all statewide enhancement projects should be submitted directly to the CEMO Manager. All statewide enhancement projects located within a metropolitan planning area must be included in the adopted transportation improvement program (TIP) of the MPO. Applications may be accepted prior to a project being included in the TIP, but a TIP amendment will have to be approved to include the project prior to the federal authorization for the work. The CEMO

shall insure that the applicant has coordinated with the MPO on any proposed projects located within a metropolitan planning area.

- 2.6 If an application is determined to be eligible and feasible, the District or CEMO should inform the applicant and/or sponsor of a tentative schedule for including the project in the work program. This will depend on the availability of funds, when the application is received with respect to the annual work program cycle, and the ability to implement the specific enhancement activity. If there is a specific solicitation for enhancement applications, the request for applications should indicate a date by which the application must be received to be considered for funding under the specific solicitation.

3. ELIGIBILITY

All proposed enhancement projects shall be reviewed by designated District or CEMO staff to determine that the project qualifies as an eligible transportation enhancement activity for the use of federal funds. Eligibility will be determined in accordance with the criteria contained in **Appendix A** of this procedure. A determination as an eligible enhancement activity does not ensure the selection of a project for inclusion into the work program. Conversely, proposed projects should not be classified as ineligible based on the probability of not being selected for inclusion into the work program.

- 3.1 Each application for a district enhancement project will be reviewed by the District Director of Transportation Development or designee for an eligibility determination. The District reviewer should notify the project sponsor or MPO/County whether or not a proposed project qualifies as an eligible transportation enhancement activity. If the project is submitted through an MPO or county commission, the MPO or County should also be notified by the District reviewer of the eligibility determination.
- 3.2 Each application for a statewide enhancement project will be reviewed by the Transportation Enhancement Program Manager in the CEMO for an eligibility determination. The project sponsor shall be notified whether or not a proposed project qualifies as an eligible transportation enhancement activity or as a statewide enhancement project.

4. PROJECT SELECTIONS AND PROGRAMMING

Only those projects determined to be an eligible and feasible transportation enhancement activity shall be considered for inclusion in the Department's work program. The selection of enhancement projects to be included in the work

program shall be based on the work program development process and the following:

- 4.1 The Work Program Instructions that are issued annually for developing each five-year work program must be consulted to insure that projects are programmed in accordance with current matching fund requirements. It is the District option to use "soft match" that results in a project being 100% federally funded. Projects on the State Highway system may use state (Department) funds for the federal match if the project is not 100% federally funded. Projects not on the State Highway system may split the federal match with the local government or sponsoring agency if the project is not 100% federally funded.
- 4.2 The District Director of Transportation Development or designee is responsible for selecting and ensuring that district enhancement projects are programmed and included in the Work Program for their district. The Districts may develop local selection criteria.
- 4.3 The CEMO is responsible for selecting and programming a deliverable work program of statewide enhancement projects. The Assistant Secretary for Intermodal Systems Development and the Assistant Secretary for Finance and Administration will review and approve each project included in the statewide enhancement work program.
- 4.4 The selection of enhancement projects must take into consideration a prioritization of projects by MPO's, county commissions, state agencies, or other jurisdictions that approve projects included in the work program for a particular area.
- 4.5 When selecting enhancement projects for programming it is especially important to review the feasibility, ability to implement, and cost estimates for projects prior to inclusion in the work program. This is particularly true with projects that will be administered by the project sponsor. Due to the non-traditional transportation type of projects envisioned by the enhancement funding, the District and CEMO production staff shall insure that all project phases that are programmed are logical and implementable. For projects that are to be administered by a local agency, the requirements in the Department's *LAP Manual, Topic No. 525-010-300* shall be followed.
- 4.6 The enhancement project sponsor shall be notified after a project is included in the proposed work program.

5. DEVELOPMENTS AND IMPLEMENTATION

- 5.1 The enhancement program is not a grant program. Enhancement projects shall be administered like all other federal-aid highway projects in accordance with ***Title 23, U.S.C.*** and appropriate Department procedures.
- 5.2 Due to the nature of some enhancement activities, it may be desirable to allow the project sponsors to administer portions of enhancement projects where allowed by State and Federal law. The Department's ***LAP Manual (Topic No. 525-010-300)*** shall be used for local agency managed work. Consideration may also be given to implementing some transportation enhancement projects using local youth Corps.
- 5.3 All project phases must be authorized by the Federal Highway Administration to obtain reimbursement for costs. Any costs incurred prior to the authorization are not eligible for federal-aid reimbursement.
- 5.4 All projects are subject to ***National Environmental Policy Act*** requirements. Many enhancement projects qualify as type 1 or programmatic categorical exclusions. Refer to ***Class of Action Determination, Part 1, Chapter 3 of the Department Project Development and Environment (PD&E) Manual (No. 650-000-001)***.
- 5.5 Additionally, all applicable federal rules and regulations shall apply to enhancement projects. Due to the nature of enhancement projects, some of the requirements for traditional transportation projects may not apply to an enhancement project. Such requirements will be addressed as appropriate and included in a joint participation agreement or contract for any work not administered by the department.
- 5.6 The project must appear in the Department's five-year Work Program, the State Transportation Improvement Program (STIP) and the Transportation Improvement Program (TIP) where appropriate.
- 5.7 When the Department is developing and implementing projects on the behalf of a project sponsor, the sponsor should be kept informed regarding the progress and status of the project by the Department's project manager.

6. TRAINING

There is no required training for this procedure. The Districts, MPO's, and/or county commissions may develop training or workshops regarding the transportation enhancement program to augment this procedure. Such training

and instruction may include scheduling requirements, workshops or other meetings, notifications or other information that is necessary to conduct the program at the community and district levels. Any additional instructions must comply with the minimum requirements documented in this procedure, be in writing, and be distributed to interested parties by the Districts, MPO's, or county commissions.

7. FORMS ACCESS

A **SAMPLE Application for Transportation Enhancement Projects** provided in this procedural document can be tailored or changed to fit specific circumstances. This sample is provided as a starting point for users. Samples are not official forms of the Department.

APPENDIX A

ELIGIBILITY CRITERIA AND IMPLEMENTATION GUIDELINES FOR TRANSPORTATION ENHANCEMENT ACTIVITIES

The following are specific criteria and additional general guidelines to be used to evaluate and assess all transportation enhancement projects. This information is intended to assist Department staff in reviewing, programming and managing transportation enhancement projects.

A.1 TRANSPORTATION ENHANCEMENT (TE) ELIGIBILITY CRITERIA

A.1.1 Project Linkage - The proposed enhancement project must relate to surface transportation. Surface transportation means all elements of the intermodal transportation system, exclusive of aviation. For the purposes of TE eligibility, surface transportation includes water and related features such as canals, lighthouses, and docks or piers connecting to ferry operations, as long as the proposed action is a listed TE activity. Actions related to aviation are not normally eligible for TE funds.

A.1.1.1 The relationship to surface transportation may be expressed in terms of function, impact or proximity, and should be fully discussed in the project application. For example: where runoff from an existing highway contaminates an adjacent water resource, and a transportation enhancement activity is proposed to mitigate the pollution caused by the run off; a clear relationship to transportation or the highway exists. Another example might involve the acquisition of a scenic easement. The acquisition would be in connection with the preservation of a scenic vista related to travel along a specific route.

A.1.1.2 Where a TE activity is for acquisition for scenic preservation purposes, and proposes to contribute to the visual experience of the traveler, but is a substantial distance away from a highway or transportation project, the TE activity must be determined to make a substantial contribution to the scenic viewshed.

A.1.1.3 Given the nature of the list of eligible activities, it is not necessary that each TE activity be associated with a specific highway or transportation facility to be eligible for funding. Examples that illustrate this include; the rehabilitation of a historic train structure, the provision of bicycle and pedestrian trails, or the establishment of a transportation museum.

A.1.1.4 Proximity to a highway or transportation facility alone is not sufficient to establish a relationship to surface transportation. Additional discussion, beyond proximity, is needed in the project application to establish the

relationship to transportation. For example, an historic building that happened to be adjacent to a particular highway facility would not automatically be considered eligible simply because of its location. For this to qualify, documentation would be required to demonstrate that the building's visibility to the traveler enhances the traveling experience. Conversely, a historic structure should not be disqualified from consideration because it is not adjacent to a particular highway facility, as long as some other relationship to surface transportation can be established.

A.1.1.5 It is not necessary to have a TE activity function as an active transportation facility, either past or current, to qualify as an eligible TE activity. For example, a scenic or historic site may have a relationship to transportation but not function as a transportation facility.

A.1.1.6 Once a relationship to surface transportation is established, transportation enhancement activities can be implemented in a variety of ways. They can be developed as part of larger transportation projects, as part of larger joint development projects, or as stand-alone projects.

A.1.2 Proposed transportation enhancement projects must be for one or more of the following activities as defined by federal legislation:

- (1) Provision of facilities for pedestrians and bicycles.
- (2) The provision of safety and educational activities for pedestrians and bicyclists.
- (3) Acquisition of scenic easements and scenic or historic sites.
- (4) Scenic or historic highway programs, (including the provision of tourist and welcome center facilities).
- (5) Landscaping and other scenic beautification.
- (6) Historic preservation.
- (7) Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
- (8) Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
- (9) Control and removal of outdoor advertising.
- (10) Archaeological planning and research.
- (11) Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- (12) Establishment of transportation museums.

A.1.3 The work involved in the enhancement project may consist of one or more of the following work activities, or work phases:

- (A) Planning activities that either: (1) lead to the development of a proposed network or program of projects that could lead to specific construction projects; or (2) are specific planning activities for an individual enhancement activities.
- (B) Project development and environmental studies performed by either in house forces or by consultants.
- (C) Preliminary engineering, design activities, architectural services, and preparation of construction documents, including design and right of way surveys, performed by either in house forces or by consultants.
- (D) Right of way acquisition, including right of way support services, performed by either in house forces or by consultants.
- (E) Physical construction activities performed on a force account basis or by contract.
- (F) Construction engineering and inspection services performed by either in house forces or by consultants (only eligible in conjunction with construction activities).
- (G) Maintenance activities and operational activities are specifically excluded as eligible work activities. This includes personnel and administrative cost associated with tourist or welcome centers, museums, and the operation of historic transportation facilities.

A.1.4 The above activities and work phases are not eligible for funding as transportation enhancement projects if the proposed activity is a requirement or a standard portion of the construction or planned construction (any project with a construction phase contained in the current Adopted Work Program) for the proposed facility. This includes any required environmental or cultural resource mitigation activities, sidewalks for urban roadways, and other standard pedestrian and bicycle features included in transportation projects. Enhancement activities may be combined with other work and funded separately (a split funded project) if the enhancement activity would not normally be included or constructed as part of the other work. An example could be using enhancement funds to provide additional landscaping or a separate bicycle trail that may not routinely be included in a resurfacing, restoration and rehabilitation project. Routine maintenance on any type of facility is also not eligible for enhancement funding.

A.2 TRANSPORTATION ENHANCEMENT IMPLEMENTATION GUIDELINES FOR ALL ACTIVITIES

The process of selecting enhancement projects for implementation is more complex than determining if the project is eligible. Many proposed enhancement projects may be eligible, but depending on the work activity being proposed, the project may not be implementable due to the absence of other necessary work activities such as design or right of way acquisition. For example, the construction of a bicycle trail is an eligible project. However, if the right of way on

which the trail is to be built is not in public control, and is not part of the proposed enhancement project, it would not be wise to select the project for funding and inclusion in the work program until the right of way issue is resolved.

The following general guidelines should be considered when selecting transportation enhancement projects for funding and inclusion in the work program.

A.2.1 Basic Guidelines

- A.2.1.1 The status of any necessary prior work phases must be considered if not part of the proposed enhancement project work and cost. For example, a project proposed for the funding of construction activities only must address how the design and development of contract documents will be prepared. The reviewer should have an understanding as to how the proposed construction contract will be administered (LAP or Department) and what the plans, specification and estimate package requirements are.
- A.2.1.2 For any enhancement-funded phase of work proposed to be completed by a project sponsor, the sponsor must show that they have the fiscal, managerial, environmental or engineering capabilities to manage the work activity consistent with federal requirements and regulations. (**NOTE:** Refer to the ***LAP Manual*** where the Department can review a sponsor's ability to perform eligible types of work in compliance with federal requirements and regulations, and provide the federal government with necessary certifications).
- A.2.1.3 The selection of projects for implementation may take into consideration a balancing of projects relative to enhancement activity and/or geographic distribution of enhancement funds.
- A.2.1.4 The selection of projects may take into consideration the level of public support for the project. Demonstrations of support may include but are not limited to: written endorsements, formal declarations, resolutions, financial donations or other appropriate means. All projects must be consistent with appropriate local comprehensive land use and transportation plans, be included in the MPO's TIP, and have local government approval for inclusion in the Department's work program.
- A.2.1.5 The selection of projects may take into consideration a sponsor's commitment to fund associated work phases or provide contributions that are above the minimum matching requirements.

A.2.2 Right of Way Guidelines

- A.2.2.1 Proposed enhancement projects may be located on or off federal and state transportation facilities or property; however, the public must hold a valid property interest in the project upon completion of the enhancement project if federal funds are utilized. A valid public interest may be out right ownership by a local government, a lease, a property easement, or a deed restriction that protects the investment of funds for the expected useful life of the project. An exception to this requirement is for enhancement projects for control of outdoor advertising, which, because of the nature of outdoor advertising, permit federal funds to be utilized for the removal and control of outdoor advertising signs that are located on private property. Another exception relates to the preservation, rehabilitation, or operation of historic sites. Projects of this nature may be undertaken on private property if proper deed restrictions and maintenance agreements are obtained. For those projects not within public ownership, the approval of the Assistant Secretary for Transportation Policy is required.
- A.2.2.2 The general rule of thumb for the public property interest involving significant federal investments is that the public interest in, and access to the activity should be in perpetuity. However, the extent of real property interest needed for the protection of the public interest in the expenditure of TE funds is somewhat dependent on the nature and magnitude of the expenditure. For example, if the project were simply to provide a gravel parking lot to be used to enhance a transportation use on lands under state ownership, a limited property use agreement would be sufficient. An expenditure of \$5,000 for a gravel parking lot, with an agreement that the lot would be retained in that use for 5-7 years may be reasonable. The expenditure of \$1,000,000 to rehabilitate a historic train station would require a much longer time period to amortize the public investment. It would not be appropriate to spend the money to enhance the train station without a commitment that it would not be demolished and the historic integrity destroyed the next year, or the planned use for which the award was granted substantially changed. Major expenditures warrant that consideration be given to how, following the investment, the property will be maintained, and what will be the source of financial resources for necessary repair, renewal and rehabilitation.
- A.2.2.3 The status of right of way issues may be a consideration in the selection and implementation of enhancement projects. The ***Federal Uniform Relocation Assistance and Acquisition Policies Act*** apply to all enhancement projects for any acquisition or relocation activities that are undertaken after there is any anticipation or intent to use federal funds on any phase of the project. The requirements of the Act apply regardless of the funding source for the right of way activities. Proposed enhancement projects that are located on

property not currently in public ownership should be coordinated with the District Office of Right of Way.

A.2.3 Environmental Guidelines

A.2.3.1 All TE funded activities are subject to the ***National Environmental Policy Act of 1969 (NEPA)***. Considerable flexibility and streamlining of the NEPA process is available for TE projects, and many projects qualify as type 1 or programmatic categorical exclusions, which are documentation processes that can simplify and expedite the NEPA process.

A.2.4 Design and Construction Requirements

A.2.4.1 The implementation of TE projects may be undertaken by the Florida DOT, a local government, or, in some cases, by a private non-profit organization. Design guidelines vary for each TE activity, and many are listed under the specific TE activity requirements. Design requirements as well as requirements for plan and specification documents will depend on the organization performing the work. If the TE project is implemented by an organization other than the Florida DOT, these requirements will be outlined in an agreement between the Florida DOT and that organization. Design and construction contracting must comply with federal acquisition procedures. Funding provided through the TE program is based on a reimbursement process that requires prior approval and authorization of any work activity for it to be eligible for reimbursement, with the reimbursement coming after expenditure has been made by the implementing organization.

A.2.5 Maintenance Requirements

A.2.5.1 TE funds are not to be used for the operation and/or long term maintenance of eligible TE activities. All TE projects for acquisition or construction efforts must be maintained and/or operated for the intended project purpose to protect the public investment. This is usually the responsibility of the project sponsor or the organization that owns the property on which the TE project is located. A written maintenance agreement will be required before funding is made available for the TE project. The maintenance agreement should outline the strategies for upkeep and operation for the expected or reasonable service life of the project. Refer to ***Chapter 5, Section 4 of the LAP Manual*** and the ***“Local Agency Program Agreement”*** and ***Exhibits*** contained in ***Chapter 2, Section 2 of the LAP Manual*** for additional guidance regarding maintenance agreements.

- A.2.5.2 The future maintenance of a project is similar to the protection of the public interest in the property. The general rule of thumb on maintaining projects involving significant federal investments is that the facility be preserved so that it will perform its function throughout the anticipated service life of the project. Establishing a service life for the time period that a facility must be maintained is somewhat dependent on the purpose of the project and the magnitude of the expenditure. For example, if the project were simply to provide \$5,000 for a gravel parking lot to be used to enhance a transportation use, a limited service life would be sufficient and preservation of the gravel parking lot for 5-7 years would seem to be reasonable. The expenditure of several million dollars to provide a new multi-use trail would have a much longer anticipated service life. It would be reasonable to expect a facility like this to be preserved for a period of 12-20 years to amortize the public investment

A.3 IMPLEMENTATION GUIDELINES FOR EACH TRANSPORTATION ENHANCEMENT ACTIVITY

Any additional criteria or requirements for each of the individual enhancement activities are outlined below. The ability to meet these requirements must be considered to the extent it can be determined when selecting projects for the work program, and fully addressed during the development and implementation of projects.

A.3.1 Provision of facilities for pedestrians and bicycles

- A.3.1.1 Bicycle/pedestrian facilities must meet or exceed standard provisions for the safe accommodation of non-motorized users on or along roadways, as indicated in the Department's approved design standards. Facilities for pedestrians and bicycles are not eligible for enhancement funding when, in accordance with Department design procedures, they should be included as incidental or routine components of other transportation projects. Sidewalks, bike lanes, paths and other elements typically called for in state and federal guidelines are to be included in all roadway and transportation projects when warranted. Enhancement funds can be used to augment such projects, complete gaps on existing corridors, link existing facilities, and otherwise help complete a comprehensive system.
- A.3.1.2 Bicycle/pedestrian facilities must meet the most recently approved planning and design requirements of the following: (1) American Association of State Transportation Officials (AASHTO): ***Guide for the Development of Bicycle Facilities***, (2) FDOT: ***Florida Bicycle Facilities Planning and Design Handbook***, (3) FDOT: ***Pedestrian Facilities Planning and Design***

Handbook, (4) the **Americans with Disabilities Act Architectural Guidelines** and (5) FDOT: **Plans Preparation Manual, Volumes I and II (Nos. 625-000-005 and 625-000-006)**.

A.3.1.3 For the construction of bicycle/pedestrian facilities not on the state highway system, or that will not be maintained by the Department, a written commitment from a public agency for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.

A.3.1.4 Bicycle/pedestrian facilities must be supported by a local or regional plan where applicable.

A.3.1.5 All bicycle/pedestrian facilities and their features must be available and accessible to the general public during hours of operation.

A.3.1.6 Examples of Qualifying Activities:

New facilities:

- Separate bicycle paths/multi-use trails
- Feeder routes
- Bicycle/pedestrian grade separations
- Bicycle parking facilities
- Recreational trails/paths

Improvements to existing roadways to accommodate pedestrians and bicycles:

- Paved shoulders
- Bike lanes
- Sidewalks (including sidewalks that complete systems identified in a community pedestrian plan)
- Drainage modifications to accommodate bicycle/pedestrian facilities

Reconstruction, refurbishing or rehabilitation of pedestrian and bicycle facilities. This includes upgrading facilities to meet current standards, but does not include maintenance and operation activities. Enhancement funds may be used for this activity similarly to the way federal funds are used for the resurfacing, rehabilitation and reconstruction of highways and bridges.

Amenities such as:

- Seating
- Pedestrian lighting
- Informational signage and/or kiosks for pedestrians and bicyclists

- Parking
- Handrails
- Rest rooms
- Bicycle lockers and showers
- Bike racks on transit vehicles or at transit facilities

A.3.1.7 Examples of Non-Qualifying Facilities:

- Facilities that have had recent construction or reconstruction, or have construction programmed in the five-year work program for similar work.
- Repair or reconstruction of existing sidewalks, paths and paved shoulders solely for maintenance and operational purposes.
- Retrofitting existing pedestrian or bicycle facilities for the sole purpose of meeting ADA requirements or to meet any other state or federal requirement.
- Installation of street lighting or traffic signals that are not warranted solely for bicycle/pedestrian needs.

A.3.2 **Provision of safety and educational activities for pedestrians and bicyclists**

A.3.2.1 This includes non-construction safety-related activities and the reasonable costs to provide safety and educational activities such as bicycle and pedestrian safety training, cost of facilitators and classes. It may also include related training materials such as brochures, videotapes, other training aids, as well as rent for leased space and limited staff salaries. Long-term salary participation should be avoided. TE proposals should be written to reflect a definitive period for participation. When salaries are proposed as part of the TE project, they should be negotiated as part of the local buy-in to the project.

A.3.2.2 The funded activities must be accessible to the general public or targeted to a broad segment of the general public. The activities must show a relationship to the surface transportation system, and as with all bicycle and pedestrian activities under the TE program, bike and pedestrian projects need not be located on Federal-aid highway routes, and are for non-construction activities. The development of campaigns, programs, educational materials including maps and brochures, and pedestrian and bicycle enforcement activities should integrate safety messages and educational opportunities for bicyclists and pedestrians. These activities should be coordinated with other safety programs and funding opportunities provided through local Community Traffic Safety Programs.

A.3.3 **Acquisition of Scenic Easements and Scenic or Historic Sites**

- A.3.3.1 This category may be applied to the purchase, donation, transfer, or trade of lands which possess significant aesthetic, historic, archaeological, cultural, natural, visual, or open space values, including, but not limited to, land and property listed in or eligible for listing in the National Register of Historic Places.
- A.3.3.2 All property acquired must be placed in public ownership, under the control of a federal, state, or local government entity. A public interest may also be acquired by lease, easement, or deed restriction that protects the investment of funds for the expected useful life of the project.
- A.3.3.3 A written commitment from the project sponsor to enforce appropriate mechanisms to preserve the significant resource values of the property being acquired must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written commitment will be required prior to obtaining federal authorization for acquisition of the property.
- A.3.3.4 For the acquisition of historic sites, the proposed historical or archaeological resource must be listed or potentially eligible for listing on the **National Register of Historic Places (NRHP)** as determined by the State Historic Preservation Officer (SHPO).
- A.3.3.5 Prior to selecting projects for this category of work the ability to comply with federal regulations for real property acquisition, as specified in **Chapter 2, Section 5** of the **LAP Manual** must be checked. The willingness of the current owner to sell the property must also be evident because right of way condemnation is not normally available for this type of acquisition. However, in no case may the project sponsor initiate discussions with the owner regarding the value of the property prior to federal authorization of the project.
- A.3.3.6 For projects that also include historic preservation or rehabilitation, see additional requirements in **Sections A.3.6 and A.3.7**.
- A.3.3.7 When including this type of enhancement activity in the work program, consideration to the availability of the site for purchase in the future (year being programmed) must be considered. Often these sites will be available for purchase for a limited period of time or may have matching funds available for a limited time.
- A.3.4 Scenic or Historic Highway Programs (including the provision of tourist and welcome center facilities).**

- A.3.4.1 This category covers protection and enhancement of state or federally designated scenic or historic highways. Funds may be used for projects that will protect and enhance the scenic, historic, cultural, natural, and archaeological integrity and visitor appreciation of an existing highway and adjacent area.
- A.3.4.2 Projects to be funded under this category for scenic or historic highway activities will be determined eligible only if the application provides documentation that the highway is: 1) designated as scenic or historic by state or federal legislation; or 2) designated or determined to be eligible for designation through Department's Scenic Highways Program (**Section 335.093, F.S.**). Highways designated and approved through Department's Scenic Highways Program are intended to preserve, maintain, and protect a part of Florida's **cultural, historical, and scenic** resources.
- A.3.4.3 Examples of scenic or historic highway projects include: interpretive plaques or restoration of historic lighting standards; historic aesthetic treatment on retaining walls and guardrails; aesthetically pleasing bridge rails for use on scenic highways or in areas of high visual sensitivity; or the development of corridor management plans required for designation through the Scenic Highways Program.
- A.3.4.4 The selection of projects for the provision of tourist and welcome centers must address maintenance and operation concerns for the center, as well as public ownership and control.
- A.3.4.5 For the construction of tourist and welcome centers not on the state highway system, or that will not be maintained by the Department, a written commitment from a public agency for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.
- A.3.4.6 Tourist and welcome center facilities do not have to be on a designated scenic or historic byway, but there must be a clear link to scenic or historic sites. This connection should take into account the intrinsic characteristics that make an area or site scenic or historic. A historic site should have evidence of documented consultation and concurrence with the State Historic Preservation Officer or similar authority for determining the historicity of a particular site.

A.3.4.7 The eligibility for TE funding for the provision of tourist and welcome centers applies to both existing and new centers. This means that TE funds may be used for the construction of a new facility and/or the restoration of an existing facility. This would include those related construction actions necessary to provide the facility, such as interior fixtures and parking areas. TE funds can be used to purchase and install items which support or interpret the scenic or historic highway program or site including brochure racks for interpretive materials or maps or kiosks. TE funds cannot be used for statewide programs, marketing, or promotion not related to the scenic or historic highway program. TE funds cannot be used for staffing, operating costs, or maintenance. TE funds shall not be used to purchase items such as racks for advertising or brochures for local or national businesses.

A.3.5 Landscaping and Other Scenic Beautification

A.3.5.1 This category includes landscape planning, design, and construction projects that enhance the aesthetic or ecological resources along transportation corridors, points of access, and lands qualifying for other categories of transportation enhancement activities.

A.3.5.2 Enhancement funds shall not be used for any required customary landscaping or aesthetic treatments as part of the normal construction or reconstruction of transportation facilities.

A.3.5.3 Landscape projects must be developed in accordance with ***Highway Landscaping, Chapter 14-40, Florida Administrative Code; Roadway and Traffic Design Standards, No. 625-010-003*** (Indexes 545, and 546); and FDOT's ***Plans Preparation Manual, Volumes I and II, (Nos. 625-000-005 and 625-000-006)***, and the ***Highway Landscape, Beautification and Plan Review Procedure , (No. 650-050-001.)***

A.3.5.4 For the construction of landscape projects not on the state highway system, or that will not be maintained by the Department, a written commitment from a public agency for the maintenance and care of the project for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.

A.3.6 Historic Preservation

- A.3.6.1 Projects in this category should enhance the transportation system by improving the ability of the public to appreciate the historic significance of the project itself or the area to be served by the project. Funds may be used for the identification, evaluation, recording, documentation, curation, acquisition, protection, rehabilitation, interpretation, and restoration or any combination of the foregoing, of any historic or archaeological district, site, building, structure, landscape, or object included in or eligible for listing in the **National Register of Historic Places** as determined by the State Historic Preservation Officer (SHPO). Projects in this category may satisfy the eligibility requirement of relationship to the surface transportation system through a pronounced visibility from the transportation system or by providing a conspicuous or prominent impact on the traveling experience. Projects whose features are the basis of scenic or historic highway designation also meet the relationship requirement.
- A.3.6.2 Projects must have a professional Historian, Architectural Historian, Historic Architect, or Archaeologist meeting federal qualifications as outlined in **36 CFR 61, Appendix A, Professional Qualifications Standards**, serving in a principal capacity on the project.
- A.3.6.3 The proposed preservation activities must be consistent with the historical value of the facility. A consistency determination must be obtained from the SHPO sometime before placing the proposed preservation activity in the work program.
- A.3.6.4 Protection, rehabilitation, restoration, maintenance, management, and stabilization projects must adhere to historic or archaeological preservation principles. All rehabilitation and restoration work must meet the **Secretary of the Interior's Standards for Historic Preservation Projects**.
- A.3.6.5 Identification, evaluation, documentation, and recording projects must adhere to the following requirements:
- (1) Historic site survey work must meet the **Secretary of the Interior's Standards for Identification and Evaluation**, including all applicable federal, state, and local standards;
 - (2) Documentation and recording must meet the standards of the **Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation**;
 - (3) Historical documentation must be conducted according to the **Secretary of the Interior's Standard for Historical Documentation**; and

(4) Archaeological surveys must meet the ***Secretary of the Interior's Standards for Identification, Evaluation, and Archaeological Documentation***.

- A.3.6.6 Historic preservation activities may be carried out on properties not in public ownership provided the owner is willing to accept a preservation covenant attached to the deed of the property. Refer to ***Chapter 2, Section 5 of the LAP Manual***.
- A.3.6.7 For the construction of historic preservation projects that will not be maintained by the Department, a written commitment from a public agency or the property owner for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.
- A.3.7 Rehabilitation of Historic Transportation Buildings, Structures, or Facilities (including historic railroad facilities and canals)**
- A.3.7.1 Historic transportation buildings are buildings or structures associated with passenger and freight use, construction, or maintenance of any mode of transportation where such building is listed in or eligible for listing in the ***National Register of Historic Places*** as determined by the State Historic Preservation Officer (SHPO).
- A.3.7.2 Structures and facilities include tunnels, bridges, trestles, embankments, rails, or other guideways, rolling stock, canal viaducts, tow paths, locks, lighthouses, stations, and other manmade transportation features integrally related to the operation, passenger and freight use, construction, or maintenance of any mode of transportation.
- A.3.7.3 Rehabilitation means the process of returning the property to a state which makes possible a contemporary use while preserving the significant historic features of that property.
- A.3.7.4 Projects must have a professional Historian, Architectural Historian, Historic Architect, or Archaeologist meeting federal qualifications as outlined in ***36 CFR 61, Appendix A, Professional Qualifications Standards***, serving in a principal capacity on the project.
- A.3.7.5 The proposed rehabilitation or operation activities must be consistent with the historical integrity of the facility and a "no adverse effect" determination

should be obtained from FHWA and SHPO before placing the proposed activity in the work program.

- A.3.7.6 Rehabilitation work must meet the ***Secretary of the Interior's Standards and Guidelines for Rehabilitation***.
- A.3.7.7 Activities under this category may be carried out on properties not in public ownership provided the owner is willing to accept a preservation covenant attached to the deed of the property. Refer to ***Chapter 2, Section 5*** of the ***LAP Manual***.
- A.3.7.8 For the construction of activities in this category that will not be maintained by the Department, a written commitment from a public agency or the property owner for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.
- A.3.8 Preservation of Abandoned Railway Corridors (including the conversion and use thereof for pedestrian or bicycle trails)**
 - A.3.8.1 This category includes the planning, acquisition, rehabilitation and development of corridors for public uses including bicycle and pedestrian use. It permits the development and rehabilitation of privately owned rail corridors open to the general public without charge.
 - A.3.8.2 Prior to selecting projects for this category of work the ability to comply with federal regulations for real property acquisition, as specified in ***Chapter 2, Section 5*** of the ***LAP Manual*** should be considered by the reviewer(s) if the rail corridor is not already in some form of public ownership. Coordination with department Right of Way staff is strongly encouraged. The willingness of the current owner to sell the property must also be evident because right of way condemnation is not normally available for this type of acquisition. However, in no case may the project sponsor initiate discussions with the owner regarding the value of the property prior to federal authorization of the project.
 - A.3.8.3 For the construction of pedestrian or bicycle trails that will not be maintained by the Department, a written commitment from a public agency or the property owner for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment is required from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.

A.3.8.4 Due to the nature of rail corridors, a level 1 contamination screening evaluation as described in **Part 2, Chapter 22 of the PD&E Manual** is recommended prior to programming the acquisition of railway corridors.

A.3.8.5 Projects that are for the conversion of railway corridors to pedestrian or bicycle trail must also meet the additional requirements included in **Section A.3.1**.

A.3.9 Control and Removal of Outdoor Advertising

A.3.9.1 This category covers expenditures for the removal of existing signs, displays, and devices. Projects must comply with a legal process that bases payments for removal on an equitable appraisal.

A.3.9.2 Qualifying activities must be coordinated with and approved by the Outdoor Advertising Section located in the Central Office of Right of Way.

A.3.9.3 Normally, signs to be removed must be non-conforming (not in compliance with the requirements of **Chapter 479, F.S.**, or **Chapter 14-10, Florida Administrative Code**) to be a qualifying activity. However, any lawfully erected signs on a designated scenic highway may be eligible for removal as a qualifying activity if local governments have provided by ordinance that the signs removed may not be re-erected on the scenic highway.

A.3.9.4 All qualifying activities to remove outdoor advertising signs must comply with the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policy Act.

A.3.10 Archaeological Planning and Research

A.3.10.1 This category includes, but is not limited to, research on sites eligible for transportation enhancement funds; experimental projects in archaeological site preservation and interpretation; planning to improve identification, evaluation, and treatment of archaeological sites; development of national and regional research designs; and data recovery and synthetic research. Projects should be used for research or interpretation of sites associated with transportation facilities. This category is not for routine excavations.

A.3.10.2 Projects that deal with a specific historical or archaeological resource must be for a resource that is listed or potentially eligible for listing on the **National Register of Historic Places (NRHP)** as determined by the State Historic Preservation Officer (SHPO).

- A.3.10.3 Projects must employ or include a professional serving in a principal capacity that meets federal qualifications for Archaeology as outlined in **36 CFR 61, Appendix A, Professional Qualifications Standards**.
- A.3.10.4 For preservation or interpretation activities, a current or realistic planned use or protection consistent with the historical or archaeological value of the site must be provided/discussed in the application.
- A.3.10.5 All surveys must meet the **Secretary of the Interior's Standards for Identification, Evaluation, and Archaeological Documentation**;
- A.3.11 Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.**
- A.3.11.1 The mitigation to address water pollution due to highway runoff is limited to facilities and programs minimizing pollution from storm water runoff from transportation facilities that are in addition to current requirements and procedures for such mitigation. Projects that demonstrate aesthetic and ecological methods for mitigation and enhance recharge are encouraged.
- A.3.11.2 The selection of projects related to highway runoff should be based on documentation that supports a water quality impairment **directly related to highway runoff** that indicates the severity of that problem. This can be accomplished by (1) providing water quality data such as sediment loads, heavy metals, inorganic salts, and oil and greases or by providing pictures identifying the source of problem, (2) documenting impacts including fish kills and algae growth, or (3) providing other sufficient documentation.
- A.3.11.3 The construction of mitigation or water pollution control projects, projects to reduce wildlife mortality, and transportation museums that will not be maintained by the Department, will require a written commitment from a public agency for the maintenance and operation of the facility for the duration of its expected design life must be obtained. This maintenance commitment should be obtained from the project sponsor as part of the application for the project. A written maintenance agreement will be required prior to obtaining federal authorization for construction.
- A.3.11.4 Many projects in this category will require a monitoring plan to measure the success of the proposed project. The project sponsor should demonstrate the ability to implement and monitor the success of the mitigation proposal prior to project selection and programming. Monitoring requirements should be included as part of any maintenance agreement for the project.

A.3.11.5 Projects to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity must describe how the properties adjacent to the highway are being managed to sustain the wildlife both at the present and in the future. Proposals for separate wildlife crossing structures or facilities must address how the wildlife will be channelized to the crossing structures. Coordination with and the support of the Florida Fish and Wildlife Conservation Commission is highly recommended prior to selecting or implementing any projects under this enhancement activity.

A.3.12 Establishment of Transportation Museums

A.3.12.1 Transportation Museums established using TE funds must meet the following definition of a museum. The facility must; (1) be a legally organized not-for-profit institution or part of a not-for-profit institution or government-entity; (2) be essentially educational in nature; (3) have a formally stated mission; (4) have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum effectively; (5) present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards; (6) have a formal and appropriate program of documentation, care, and use of collections and /or tangible objects; and (7) have a formal and appropriate program of presentations and maintenance of exhibits.

A.3.12.2 Establishment of transportation museums may provide funding of capital improvements. The funds are not intended to reconstruct, refurbish, or rehabilitate existing museums, nor portions of museums, that are not for transportation purposes. It does not cover operations or maintenance of the facility. The museum must be related to surface transportation. Establishment of transportation museums may include the costs of the purchase of artifacts necessary for the creation and operation of the facility. Displays, segments of buildings, or objects not directly related to transportation may not be funded with TE funds. TE funds may be used to build a new facility, add on a transportation wing to an existing facility, or convert an existing building for use as a transportation museum.

A.3.12.3 The museum must be open to the public and run by a public, non-profit or not-for-profit organization meeting the definition of museums stated above in this section. If entrance fees are charged for the museum a portion of the fee should be provided for the long-term maintenance and operation of the facility.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SAMPLE APPLICATION FOR TRANSPORTATION
ENHANCEMENT PROJECTS**

Project Title: _____

Project Sponsor (municipal, county, state, or federal agency, or tribal council):

Contact _____ Title _____

Address _____

Phone _____ FAX _____

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

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

1. Qualifying Enhancement Activities:

Check the enhancement 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 listed for that activity in Appendix A of Procedure No. 525-030-300, Transportation Enhancement Projects).**

- _____ Provision of facilities for pedestrians and bicycles
- _____ The provision of safety and educational activities for pedestrian and bicyclists
- _____ Acquisition of scenic easements and scenic or historic sites
- _____ Scenic or historic highway programs, (including the provision of tourist and welcome center facilities)
- _____ Landscaping and other scenic beautification
- _____ Historic preservation
- _____ Rehabilitation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
- _____ Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails)
- _____ Control and removal of outdoor advertising
- _____ Archaeological planning and research
- _____ Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
- _____ Establishment of transportation museums

2. Project Description:

Use additional sheets as necessary to respond to the following:

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

_____ Planning Activities
 _____ Project Development and Environmental Studies
 _____ Engineering and Final Plans Preparation Work
 _____ Right of Way Acquisition
 _____ Construction
 _____ Construction Engineering and Inspection Activities

- (b) Describe how the proposed project is related to the intermodal transportation system by either function, proximity or impact. (One or more may apply).
- (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 (Topic No. 525-010-300)**.
- (b) Describe any public (and private, if applicable) support of the proposed project. (Examples include: written endorsement, formal declaration, resolution, 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:

What is the total estimated cost of the work requested to be funded as an enhancement project through this application?

Planning Activities. \$ _____

Project Development and Environmental Studies. \$ _____

Engineering and Final Plans Preparation Work. \$ _____

Right of Way Acquisition. \$ _____

Construction. \$ _____

Construction Engineering and Inspection Activities. \$ _____

Other. (Describe) \$ _____

TOTAL: \$ _____

How will the project be funded?

FDOT Enhancement Funds \$ _____ + Local \$ _____ = Total \$ _____

FDOT Enhancement Funds _____% + Local _____% = 100%

CERTIFICATION OF PROJECT SPONSOR

I hereby certify that the proposed project herein described is supported by _____, (municipal, county, state or federal agency, or tribal council 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) support other actions necessary to fully implement the proposed project. I further certify that the estimated costs included herein are reasonable and understand that significant increases in these costs could cause the project to be removed from the Florida Department of Transportation work program.

This project will be administered using the department's Local Agency Program (check one) yes _____ no _____

FOR FDOT USE ONLY		
	YES	NO
Application Complete	_____	_____
Project Eligible	_____	_____
Implementation Feasible	_____	_____
Include in Work Program	_____	_____

Signature

Name (please type or print)

Title
