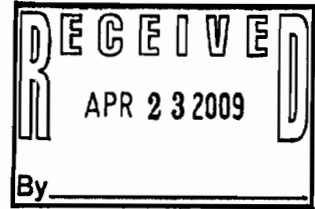


TAB 1



MEMORANDUM



www.sarasota-manateempo.org

Commissioner Nora Patterson, Chair
Councilwoman Marianne Barnebey, Vice Chair

Commissioner Joseph Barbetta
Sarasota County

Councilwoman Marianne Barnebey
City of Bradenton

Mayor Shirley Groover Bryant
City of Palmetto

Commissioner Larry Bustle
Manatee County

Commissioner Richard Clapp
City of Sarasota

Commissioner David Garofalo
City of North Port

Commissioner Donna Hayes
Manatee County

Commissioner Kelly Kirschner
City of Sarasota

Commissioner Joe McClash
Manatee County

Councilwoman Vicki Noren
City of Venice

Commissioner Nora Patterson
Sarasota County

Mayor Michael Pierce
Anna Maria, Bradenton Beach & Holmes
Beach



Commissioner Lee Rothenberg
Town of Longboat Key

Commissioner Jon Thaxton
Sarasota County

Commissioner Bob Waechter
Sarasota-Manatee Airport Authority

Stanley M. Cann, P.E., District Secretary
Florida Department of Transportation

TO: All Technical Advisory Committee Members
All Citizen Advisory Committee Members

FROM: Keith Drake, Principal Planner 
Michael P. Howe, MPO Executive Director 

RE: Transportation Enhancement Projects

DATE: April 21, 2009

It is time to identify projects and begin the process for submittal of those eligible projects for Transportation Enhancement (TE) funding. Attached you will find a sheet with the Eligible Activities for TE funding and the guidelines for those activities as described in the federal transportation act, SAFETEA-LU. At the back of the activity sheet you will find the application form for TE projects.

As you prepare your application please keep in mind:

- a. The MPO Board has placed a \$300,000 limit for that portion of required federal funds to complete the project. Any cost above the \$300,000 shall be the responsibility of the jurisdictional sponsor.
- b. Cost estimates for the project should be in current dollar amounts. As stated in paragraph a, any additional cost above the estimated amount provided in the application shall be the responsibility of the jurisdictional sponsor. Please provide as accurate a cost estimate as you can for your project or project phase. FDOT may be able to help you with this.
- c. Any needed right-of-way must be in place to use these enhancement funds. Make sure there is no need for additional right-of-way. The project must be built on public owned property. If later it is found that the project cannot be completed on existing publicly owned property, you may lose your funding.
- d. If you have an existing project that was submitted last year that you wish to resubmit, you still need to prepare and submit a new application for with updated cost estimates and description of the project.



Michael P. Howe
Executive Director

Sarasota/Manatee
Metropolitan Planning Organization

7632 15th Street East
Sarasota, Florida 34243-3248

(841) 369-5772
Fax (841) 369-5779

Email: mpo@mympo.org

Technical Advisory Committee Members
Citizen Advisory Committee Members
April 21, 2009
Page Two

- e. Your project(s) must be endorsed and prioritized by your local governing body prior to submittal to the MPO.

In order to meet the required set dates prescribed in the procedure, the deadline for submitting TE project applications to the MPO office is **Friday, June 5, 2009**.

If you have any questions or need additional information regarding the enhancement program, please contact Keith Drake.

MPH:KD:ne

Attachments: Transportation Enhancement Program Eligible Activities
State Application for Enhancement Projects
Enhancement Project Evaluation Criteria
MPO Transportation Enhancement Program Policy
MPO Priority Project Information Sheet

- c. MPO Board Members

Transportation Enhancement Program Eligible Activities

The following 12 activities are eligible for funding under the Transportation Enhancement Program. Selecting any of the activities will provide a brief description of the activity. A more complete description and project requirements are provided on the Enhancement Project Requirements page.

For each of these enhancement activities, one or more of the following categories of work may be considered for funding: planning efforts, project development and environmental studies, design work, right-of-way acquisition; construction operations, and construction engineering and inspection services.

Activities

Provision of facilities for pedestrians and bicycles

This category includes providing bicycle and pedestrian features that are not included or required as part of routine transportation projects. This may include activities that enhance the transportation system through more aesthetic routing or design, construction of facilities where none currently exist, or by improving existing facilities to make them more usable for bicyclists and pedestrians.

Provision of safety and educational activities for pedestrians and bicyclists

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.

Acquisition of scenic easements and scenic or historic sites

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.

Scenic or Historic Highway Programs (Including the provision of tourist and welcome center facilities)

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, including welcome centers.

Landscaping and Other Scenic Beautification

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

Historic Preservation

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.

Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities (Including historic railroad facilities and canals)

Historic transportation buildings are buildings or structures associated with the operation, 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).

Preservation of Abandoned Railway Corridors (Including the conversion and use thereof for pedestrian or bicycle trails)

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.

Control and Removal of Outdoor Advertising

This category covers expenditures for the removal of existing signs, displays, and devices on highways that are not classified as local roads. Projects must comply with a legal process that bases payments for removal on an equitable appraisal and has an agreeable seller.

Archaeological Planning and Research

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.

Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

This category includes projects such as mitigation to address highway storm water runoff through erosion controls or detention and sediment pond construction, runoff pollution studies, wildlife crossings, or wildlife highway mortality studies.

Establishment of transportation museums

This category is for capital improvements to establish museums with a focus on transportation, or for the purchase of artifacts related to transportation that will be displayed in a transportation museum.

Work Categories

Planning Activities

Planning efforts must either: 1) lead to the development of a proposed network or program of projects that will lead to specific construction projects; or 2) be specific planning activities necessary for defining and implementing an individual enhancement activity.

Project Development and Environmental Work

This covers studies and work when it is necessary to develop and evaluate project alternatives and assess the environmental impacts of a proposed project.

Design Work

This includes preliminary and final engineering, design and right of way surveying, architectural services, and preparing construction plans, specifications, estimates and contracts.

Right-of-Way Acquisition

This includes the cost of buying property plus right of way support services such as appraisals. The Federal Uniform Relocation Assistance and Acquisition Policies Act apply for any new right-of-way acquisition or relocation activities on all transportation enhancement program projects.

Construction

This is the major category of work for enhancement activities involving the actual building of the project.

Construction Engineering and Inspection

This covers services for overseeing the construction of a project, and is only eligible in conjunction with construction activities.

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

01/2008
Page 1 of 3

Project Title: _____

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

Contact _____ **Title** _____

Address _____

Phone _____ **FAX** _____

E-mail address _____ **E-mail address** _____

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 FDOT Procedure #525-030-300-J, 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 of the corridors for pedestrian or bicycle trails)
- _____ Inventory, 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) Describe how the proposed project is related to the intermodal transportation system by either function, proximity or impact. (One or more may apply).
- (b) What is the project and where is the project located (what are the termini, if appropriate)? Include a detailed scope of services when possible and location map. (location map preferred on aerial view)
- (c) Summarize any special characteristics of project. TYPICAL SECTION drawings must be provided for appropriate projects. Include right of way lines on the typical section drawings.
- (d) 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).
- (e) 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. *
- (f) Describe any related project work phases that are already complete or currently underway.
- (g) Provide detailed project cost estimate. Estimate should be broken down to FDOT typical pay items if possible to allow for verification of allowable project costs.
- (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). Web site: www.dot.state.fl.us/projectmanagementoffice/lap/default.htm
- (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. Cost Estimate:

*Reminder: District IV FDOT Enhancement Funds will only be used to fund Construction and Construction Engineering and Inspection Activities. The total amount of Enhancement funds requested per project must now be in excess of \$200,000.

Project Cost Estimate (*costs to include all funding sources in addition to this grant application)

Construction Estimate \$ _____
 Construction Engineering and Inspection Activities (CEI) \$ _____
 Total Cost \$ _____ (A)

Enhancement Fund Allocation

What is the total estimated cost of work to be funded using enhancement funds?

Construction Estimate \$ _____
 Construction Engineering and Inspection Activities (CEI) \$ _____
 Total Cost \$ _____ (B)

How will the project be funded?

FDOT Enhancement Funds \$ _____ (B)+ Local \$ _____ = Total \$ _____ (A)

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, (4) **comply with NEPA process prior to construction, this may involve coordination with the State Historic and Preservation Office (SHPO) prior to construction. (Not at time of application) and (5) 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.

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

Signature _____

Name (please type or print) _____

Title _____

Date _____

ENHANCEMENT PROJECT EVALUATION CRITERIA

Adopted 1/26/04

The quantitative criteria used to establish recommended priorities for enhancement projects.

Category # 1 (maximum of 9 points cumulative)

- a. Safety - does this project resolve an existing safety problem?
none 0 pts low 1 pt medium 2 pts high 3 pts
- b. Percent local match - a direct correlation with the percent of local match [the normal match is 10% for local jurisdiction. If a local jurisdiction decides to increase their proportion of local funds, they can get additional points]
none 0 pts low 1 pt (between 10% - 20%)
medium 2 pts (between 21% - 30%) high 3 pts (between 31% +)
- c. Multi-jurisdictional - is this project supported by several jurisdictions?
none 0 pts project supported by 2 jurisdictions - 1.5 pts project supported by 3 jurisdictions - 3 pts

Category # 2 (maximum of 6 points cumulative)

- a. Aesthetic beautification - does this project provide aesthetic beautification (i.e. landscape) to an existing facility?
none 0 pts low 0.5 pt medium 1.0 pts high 1.5 pts
- b. Cost/Benefit - does this project provide a high benefit in relationship to its cost?
low 0.5 pt medium 1.0 pts high 1.5 pts
- c. Pollution reduction - does this project mitigate water pollution caused by highway stormwater runoff?
none 0 pts low 0.5 pt medium 1.0 pts high 1.5 pts
- d. Historic Preservation/Archeological - does this project meet the intent of the ISTEA definition for historic preservation and/or archeological projects?
none 0 pts low 0.5 pt medium 1.0 pts high 1.5 pts

Category # 3 (possible 3 points cumulative plus additional for commitment)

- a. Multimodal/Intermodal - does this project meet the multimodal and/or intermodal intent of ISTEA as it relates to the use of several modes of transportation for a single trip?
yes - 1 pt no - 0 pts
- b. Continuity - does this project link an otherwise non-continuous system? (i.e. sidewalk, bike path, etc.)
yes - 1 pt no - 0 pts
- a. Jurisdictional Commitment - the second year a project is a jurisdictional #1 priority, that project shall receive one point plus one additional point for every consecutive year it remains the #1 local priority.
yes - 1 pt no - 0 pts 1 additional pt each year beyond 2 years

The maximum number of points that an Enhancement project can accumulate is:

category 1	
safety	3 points
percent local match	3 points
multi-jurisdictional	<u>3 points</u>
	9 points total
category 2	
aesthetic beautification	1.5 points
cost/benefit	1.5 points
pollution reduction	1.5 points
historic preservation/archeological	<u>1.5 points</u>
	6 points total
category 3	
multimodal/intermodal	1 point
continuity	1 point
jurisdictional commitment	<u>1 point</u>
	3 points total
	18 total points plus any commitment points

**Sarasota/Manatee MPO
Transportation Enhancement
Program Policy**

- Rule 1** The funding for Transportation Enhancement projects is provided by the Federal Highway Administration (FHWA) through the current Federal Transportation Act. The MPO historically receives approximately \$300,000 to \$400,000 per county per year for Enhancement projects.
- Rule 2** New Enhancement Project Priorities will be adopted each year by the MPO and submitted to the Florida Department of Transportation (FDOT) for programing in the new fifth (5th) year of the Work Program.
- Rule 3** Projects selected for consideration must be consistent with eligible enhancement activities and relate to surface transportation as described by the FDOT Enhancement Program Basic Requirements. Enhancement projects can include provisions for pedestrians and bicycles, scenic landscaping, historic preservation, removal of outdoor advertising, wildlife habitat connectivity and establishment of transportation museums. *(Federal Transportation Act)*
- Rule 4** Eligible phases for Enhancement projects may include Planning, Development Studies, Design, Right-of-Way or Construction. *(Federal Transportation Act)*
- Rule 5** Projects for consideration may not request an amount greater than \$300,000 of Enhancement funds for any project. Projects with costs greater than \$300,000 or the projects original cost estimate are the responsibility of the requesting jurisdiction.
- Rule 6** Entities or local governments sponsoring transportation enhancement projects selected for funding by the MPO Board will be notified by MPO staff when their projects appear in the new fifth year of the MPO's Transportation Improvement Program (TIP) and that they will be expected, at a minimum, to begin project development activities in the subject year. *(MPO Resolution No. 2006-01)*
- Rule 7** Project sponsors that intend to design and construct their projects through the Local Area Program (LAP) process must be LAP certified prior to the start of the fiscal year that their project's funding is available. *(MPO Resolution No. 2006-01)*
- Rule 8** The funding for projects that have not started project development activities or become LAP certified with FDOT within the fiscal year the funds are programmed may be subject to reprogramming by the FDOT pursuant to the direction of the MPO Board. *(MPO Resolution No. 2006-01)*
- Rule 9** FDOT will be responsible, in part, for timely implementation of the LAP projects and will present each project to the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) prior to presentation to the MPO Board regarding reprogramming of funds. *(MPO Resolution No. 2006-01)*

SARASOTA/MANATEE MPO

PRIORITY PROJECT INFORMATION SHEET

DATE: _____



SUBMITTING JURISDICTION: _____

Contact Person: _____ Phone: _____ e-mail: _____

PROJECT CATEGORY : A: Major Improvement Any Fund B: Enhancement \$300,000 Max C: CMS \$1,000,000 Max

PROJECT NAME or FACILITY: _____

PROJECT LIMITS / LOCATION: _____
Provide Map

PROJECT DESCRIPTION: _____

COST ESTIMATES BY PHASE:

Indicate all phases completed w/year

Cost Est. (current year dollars):	STUDY	PD&E	DESIGN	ROW	CONSTRUCTION
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Current Phase Status:	_____	_____	_____	_____	_____
Date project was endorsed by local jurisdictional board:	_____	_____	_____	_____	_____
					Total Cost Est.
					\$ _____

Is the Project in the MPO 2030 LRTP ? _____

COMMENTS / ADDITIONAL INFORMATION:

Does your project require any preliminary studies? _____

This form must be complete for each project requesting MPO prioritization.