



# Polk Transportation Projects

A guide to submitting Transportation Alternatives, Multi-Use Trail, Regional Multi-Use Trail, Complete Street and Safe Routes to School Projects to the Polk TPO



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## Overview

The Polk Transportation Planning Organization (TPO) is the lead transportation planning agency for Polk County. The TPO develops transportation plans and programs for Polk County as mandated by federal and state legislation.

Each year the TPO is responsible for developing a list of Priority Transportation Projects and submitting the list to the Florida Department of Transportation (FDOT) for consideration during development of the Five Year Work Program for Polk County.

The TPO accepts applications and project proposals from local governments for the Transportation Alternatives Program (TA), Complete Streets (CS), Multi-Use Trail (MUT), and Regional Multi-Use Trail (RMUT) projects as a method of prioritizing projects included in the annual TPO Priority Transportation Projects list. These projects are based on the goals and objectives of the TPO's adopted Momentum 2040 and are intended to promote **safety**, **enhance mobility** and **reduce congestion**, for all users of the transportation system. A project matrix is included as Appendix A with more detailed information.

The TPO has adopted performance targets to help identify the strengths and weaknesses of Polk County's transportation system. Polk TPO staff encourages all applicants to review these targets before submitting project applications for review. Please note, priority will be given to those projects which assist the TPO in reaching the targets set forth in Momentum 2040. A copy of the Performance Targets is included as Appendix B.

As such, the TPO has set the following level of priority for project applications:

1. Candidate Neighborhood Mobility Audits projects, as well as transportation alternative projects in traditionally underserved neighborhoods;
2. Improvements recommended in either the Complete Streets Action Plans or the Pedestrian and Bicycle Safety Action Plans. This includes engineering or educational measures; and
3. Any other project included in Momentum 2040, e.g., multi-use trails, transit enhancements or other safety and multi-modal projects.

If the applicant intends to construct the project (rather than FDOT) the local government will be responsible for design of the project and must be Local Agency Program (LAP) certified prior to the start of the fiscal year in which the project is programmed. Design of 60% of the project must be completed by March of the prior fiscal year that the project is programmed for construction. For example, if a project is programmed for construction in FY 2020/21, 60% design must be complete by March, 2020. If the applicant is not LAP certified, design funds should be requested in the project proposal.

Important dates to know:

- November 2: TPO Workshop
- February 1: FDOT and TPO application forms are due to TPO.
- June: TPO Board adoption of Priority Projects.

## *Project Prioritization*

The TPO will establish priorities for local and regional projects separately. There will also be separate lists for each eligible category of funding; CS, TA, MUT, and RMUT. Each list of projects will be ranked in ascending order with number one representing the top priority.

A sub-committee comprised of members from Technical Advisory Committee and Advisor Network will evaluate, score, and rank each project proposal in the TA, MUT, and RMUT categories according to the adopted criteria provided in this document (See Appendix C – Project Scoring Criteria).

The highest ranked projects from each list will be included in the TPO Priority Project list. The Priority Project list is first reviewed by the advisory committees and recommendations are then forwarded to the TPO Board for adoption.

## *Who can submit projects?*

A project applicant or sponsor can be any municipality, county, state, federal, or other public agency willing to accept future maintenance of the facility by entering into a maintenance agreement with FDOT and is willing to support any other actions necessary to fully implement the proposed project.

Complete project applications must be submitted to the Polk TPO by February 1. The Polk TPO will forward applications to FDOT for their review. **Each project application package must include a completed FDOT pre-application, as well as the Polk TPO's application.** See Appendix D and E for application forms.

## *Transportation Alternatives (TA)*

Projects in this category are funded through the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). A Transportation Alternative (TA) project is a project related to transportation improvements or features which are considered enhancements since they are not typically included as part of the transportation system. TA projects must meet the requirements of eligible activities listed in the Florida Department of Transportation (FDOT) Policy for Transportation Alternatives Projects.

Although there are a number of eligible projects that can be funded in this category, the TPO gives additional consideration to projects that show consistency with Momentum 2040 and enhance Polk County's multi-modal transportation network.



Applicants may submit no more than **two** (2) projects proposals in this category.

Projects in this category include:

- Safety improvements
  - Traffic calming
  - Pavement marking
- Multi-modal safety enhancements
  - Bicycle and pedestrian enhancements
    - Sidewalks
    - Bicycle facilities
    - Multi-modal connections
    - Crossing enhancements
  - Transit enhancements
    - Passenger amenities
      - Shelters
      - Benches
      - Bicycle racks
    - Pedestrian connections/access improvements
    - ADA access/compliance
    - Bus pull offs
    - Safety features
      - Lighting
- Off road/off system trails
  - Local trails off the State and Federal Aid Eligible highway systems
- Streetscaping/corridor branding
  - Street lighting
  - Landscaping
  - Decorative brick in pavement (to mark crossings or intersections, or for use along sidewalks or pathways)

FDOT D1 receives an annual allocation of TA funds to program TA projects throughout the 12 counties within the district. Every effort is made to fund the top TA project priority in each county. There will be consideration given to equitable distribution of funds and projects. If an existing project is removed from the FDOT's Work Program, the TPO will request any available funds be used to program the next highest ranking project.

The number of projects selected by FDOT for funding will depend on the cost of the individual projects and the estimated amount of available funding. The amount of available funds for each program is based on historical funding levels and direction provided by FDOT. It is important to understand these amounts can change from one year to the next so applicants should inquire with TPO staff prior to submitting an application. In previous years, up to **\$600,000** has been offered in this category and a **minimum project cost of \$100,000 is mandatory** in order to maintain efficiency and cost effectiveness. It is acceptable to submit larger projects in phases. Local

governments may also consider funding any portion of a project exceeding the maximum of available funding. **Projects can be on any roadway or Multi-use Trail corridor in public ownership. Right of way (ROW) acquisition is not an eligible project phase.**

See project matrix and applications in the Appendices Section for submission requirements, dates, and deadlines.

## ***Complete Street Projects***

The Polk TPO also has a funding set-aside for **Complete Street Projects (CS)** projects which are intended to be traffic operation, low-cost construction, safety, transit enhancements, pedestrian and bicycle facilities, or other enhancement projects that would improve safety conditions for all users, ease congestion, and/or improve efficiency of traffic operations on roadways. CS funds may also be used to supplement resurfacing projects and to include additional features in existing projects.

Projects in this category include:

- Bike/Ped facilities
  - Supplement additions to resurfacing projects
  - Sidewalks
  - Bike lanes
  - Crossing enhancements
  - Access to transit
- Safety improvements
  - Lighting
  - Crossing signals
  - ITS
  - Safety audit/study to address high crash corridors
- Transit enhancements
  - Passenger amenities
    - Stop amenities (ex.; shelters, benches, bike racks)
    - Transit ITS (ex.; arrival information at stops, AVL, APC)
  - Pull offs
  - Corridor analysis
    - Signal prioritization study
    - Other studies to enhance transit as a means to ease congestion in a corridor
  - ADA access/compliance
    - Concrete landing pads
    - Ramps
    - Stop accessibility
- Low cost traffic operation and construction improvements to ease congestion
  - Intersection improvements
    - Add turn lanes



- ITS improvements
- Traffic calming

Projects must be consistent with Momentum 2040 and the TPO will give additional consideration to projects that provide an opportunity to partner with the Florida Department of Transportation (FDOT) and local governments.

Typically the TPO has an annual set aside of up to \$6M for Complete Street Projects (CS). This amount is subject to change per FDOT funding availability. Funding in this category is meant to target more than one component of the congestion management strategy and project funding will be targeted as follows:



Polk TPO Staff will use the following criteria to evaluate and prioritize Complete Street projects:

1. Project partnering
  - a. Part of existing FDOT project
  - b. Local match provided
2. Planned project
  - a. Part of current Momentum 2040?
    - i. Is the project consistent with the Momentum 2040 Goals, Objectives and Policies (GOPs)?
    - ii. Consistent with Bike/Ped Safety Action Plan
    - iii. Consistent with Complete Street Plans
    - iv. Is the candidate project listed in the Needs or Cost-Feasible Plan?
    - v. Pedestrian/Bicycle Priorities (Map C)
    - vi. Neighborhood Mobility Audit
3. Safety
  - a. High crash intersection
    - i. Identified as unfunded need in Momentum 2040
    - ii. Consistent with Bike/Ped Safety Action Plan

- iii. Consistent with Complete Street Plans
  - b. High crash corridor
    - i. Identified as unfunded need in Momentum 2040
    - ii. Consistent with Bike/Ped Safety Action Plan
    - iii. Consistent with Complete Street Plans
  - c. Enhances safety conditions
- 4. Transit
  - a. Multi-Modal LOS district
    - i. Project identified in MM LOS district in Momentum 2040
  - b. Core Transit Corridor
    - i. Project is in a Core Transit Corridor in the Momentum 2040
  - c. Enhances multi-modal travel
    - i. Project would improve travel conditions on the multi-modal transportation system
    - ii. Performance target – senior population
    - iii. Neighborhood mobility audit
  - d. Stop activity and route ridership
    - i. Does the stop have high daily activity?
    - ii. Ridership on route – is the route one of the most used?

### ***Local Multi-Use Trails (MUT)***

Local MUT projects are considered for funding from a TPO set-aside and must be identified in the currently adopted Momentum 2040 (see Map D) .

Applicants may submit no more than **two** (2) projects proposals in this category.

Projects in this category include:

- New trail (e.g. connection from a neighborhood to a park or other trail);
- Extension or new phase of existing trail; and
- Improved trail crossings at major roads (ex.; Chain of Lakes Trail bridge at SR 544 in Winter Haven).

Typically the annual TPO set aside in this category is **\$1M**. This amount is subject to change per FDOT funding availability. It is acceptable to submit larger projects in phases. Local governments may also consider funding any portion of a project exceeding the maximum of available funding. **Projects must be on the State Highway System or Federal Aid Eligible Road Network.** See Map B. **ROW acquisition is not an eligible project phase.**

### ***Regional Multi-Use Trails (RMUT)***

Projects in this category must be identified on the RMUT network in both the TPO's Momentum 2040 (Map D) and the West Central Florida Chairs Coordinating



Committee's (CCC) LRTP. Shared-use non-motorized (SUN) Trail projects are also eligible project under this category. Shared-use nonmotorized (SUN) Trail RMUT projects will compete against projects from the other counties in FDOT District One for funding.

It is acceptable to submit larger projects in phases. Local governments may also consider funding any portion of a project exceeding the maximum of available funding. **Projects must be on the Regional Multi-use Trail/SUN Trail Network.** FDOT will consider ROW acquisition as an eligible project phase in this category, however depending on the amount needed this may not be the most effective use of funds.

Applicants may submit **one** (1) project proposal in this category.

If the applicant intends to construct the project (rather than FDOT) the local entity will be responsible for design of the project and must be Local Agency Program (LAP) certified prior to the start of the fiscal year in which the project is programmed. Design at 60% must be completed by March of the prior fiscal year that the project is programmed for construction. For example, if a project is programmed for construction in FY 2020/21, 60% design must be complete by March, 2020. If the applicant is not LAP certified, design funds should be requested in the project proposal.

See project matrix, and RMUT application in the Appendices Section for submission requirements, dates, and deadlines.

### ***TPO Staff Support***

For assistance and support with project applications, proposals, policies, and process TPO staff is available to provide help to any agency. TPO Staff strongly encourages applicants to begin the FDOT pre-application process early so that adequate review time is assured.

If you have any questions please contact:

Ryan Kordek  
Transportation Planning Administrator  
863-534-6558  
[RyanKordek@polk-county.net](mailto:RyanKordek@polk-county.net)



# Polk Transportation Projects

## Appendix A

### Project Matrix





Appendix A  
Project Matrix of Eligible Projects

| Project Type   | Description   | State/Fed/Reg Road System?   | Examples  | Funding Type                     | Approximate Amount | Year Funded             | Applications                                       | 60% Design   |
|--|---|--|---|----------------------------------|--------------------|-------------------------|--|--|
| Tranportation Alternatives Program   | Multi-modal improvements including Bike, Ped, MUT, Transit enhancement, Complete Street, streetcaping, lighting, safety improvements                      | Any roadway or MUT corridor in public ownership                      | Chain of Lakes Trailhead (Winter Haven), Lake Wales Trail, E Parker St. multi-modal corridor (Lakeland)   | TAP                              | \$600,000          | 2021/22 through 2025/26 | 1. FDOT pre-application<br>2. Polk TPO application | March of prior Fiscal Year* (Only applies to LAP projects) |
| Complete Streets, Neighborhood Mobility Audits, Pedestrian and Bicycle Safety Action Plans | Low-cost traffic operation and construction projects intended to ease congestion, improve safety, and enhance transit, bicycle, and pedestrian facilities | Must be on State Highway Sytems or Federal Aid Eligible Road Network | Intersection improvements - add turn lanes (US 98 & SR 540)<br>Transit - shelters (US 98), ADA improvments (SR33), Lighting - street/highway lighting (SR 60 & Central Ave in Lake Wales)<br>Sidewalk, bike lanes, supplemental additions to resurfacing projects | TMA SU Funds                     | \$5M               | NA                      | 1. FDOT pre-application<br>2. Polk TPO application | March of prior Fiscal Year* (Only applies to LAP projects) |
| Multi-use Trail (MUT)  | Trail projects identified in the TPO's Long-Range Transportation Plan (LRTP)  | Must be on State Highway Sytems or Federal Aid Eligible Road Network | Lake Alfred Trail (along US 17/92), Chain of Lakes Trail Bridge (SR 544)  | TMA SU Funds - set aside for MUT | \$1M               | NA                      | 1. FDOT pre-application<br>2. Polk TPO application | March of prior Fiscal Year* (Only applies to LAP projects) |

Appendix A  
Project Matrix of Eligible Projects

| Project Type                    | Description  | State/Fed/Reg Road System?   | Examples  | Funding Type              | Approximate Amount | Year Funded             | Applications   | 60% Design   |
|---------------------------------|--|--|---|---------------------------|--------------------|-------------------------|--|--|
| Regional Multi-use Trail (RMUT) | Trail projects identified on the Regional Trail network in the TPO's LRTP. | Must be on the Regional Multi-use Trail Network. May include SUN Trail projects. | Upper Peace Legacy Trail (between Ft. Fraser Trail and SR 540 along shore of Lake Hancock) and Haines City Trail. | TMA-SU, TAP and SUN Trail | \$1M - 2M          | 2021/22 through 2025/26 | 1. FDOT pre-application<br>2. Polk TPO application<br>3. SUN Trail Application (if applicable) | March of prior Fiscal Year* (Only applies to LAP projects) |



# Polk Transportation Projects

## Appendix B

Momentum 2040  
Performance Targets



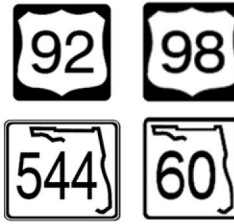


Polk Transportation  
Planning Organization

# Performance Targets at a Glance

The TPO has adopted performance targets to help identify the strengths and weaknesses of the transportation system.





## Crash Severity Traffic Injuries/Fatalities

2012 - 2014

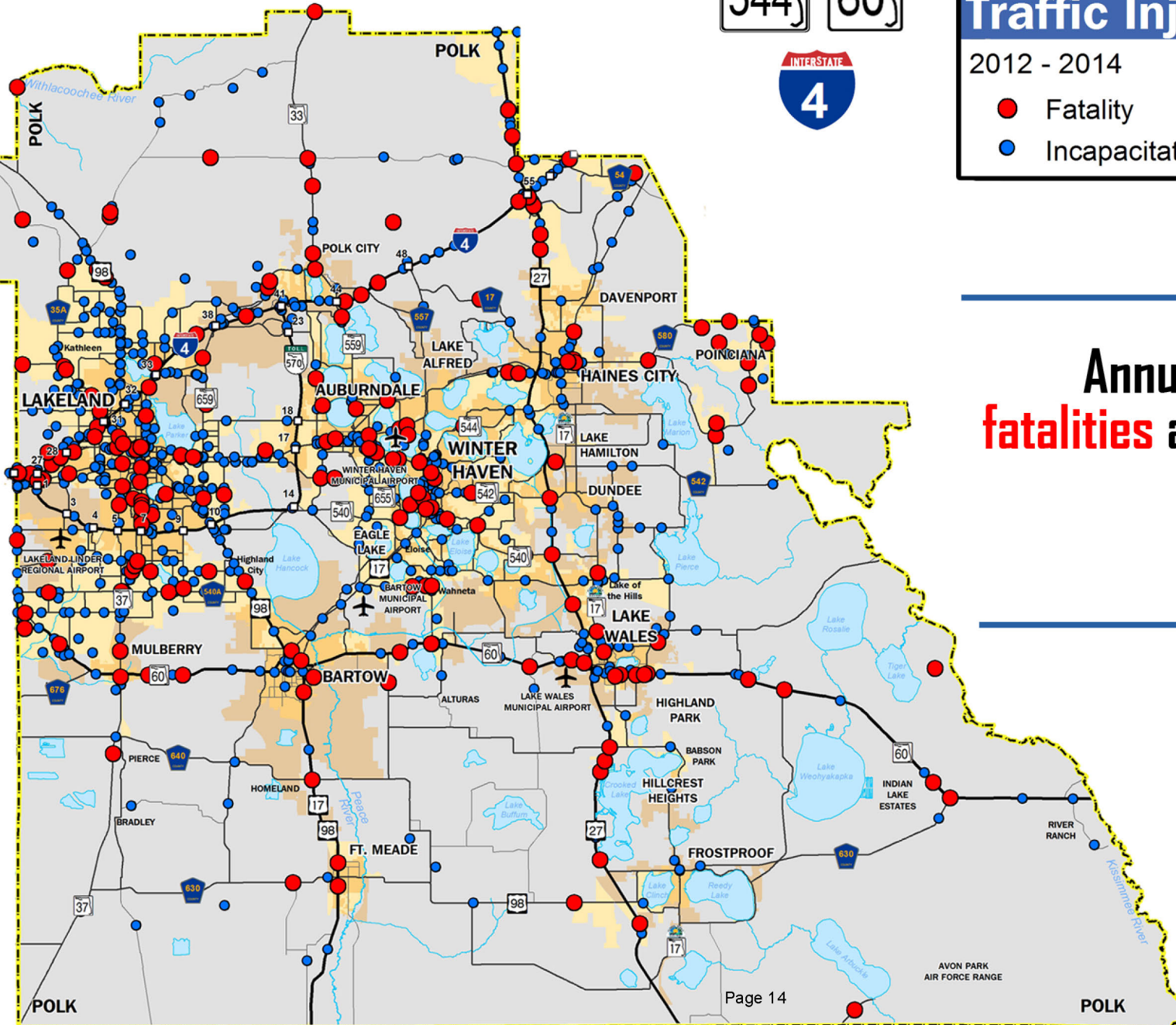
- Fatality
- Incapacitating Injury

## TARGET

Annually reduce traffic fatalities and reduce severe injuries

## CURRENT

The 3-year rolling average is 96 fatalities per year and 465 severe injuries per year







GOAL

OBJECTIVES

POLICIES

PERFORMANCE  
TARGETS

## Crash Severity Bicycle/Pedestrian

2012 - 2014



Fatality (Bicycle/Pedestrian)



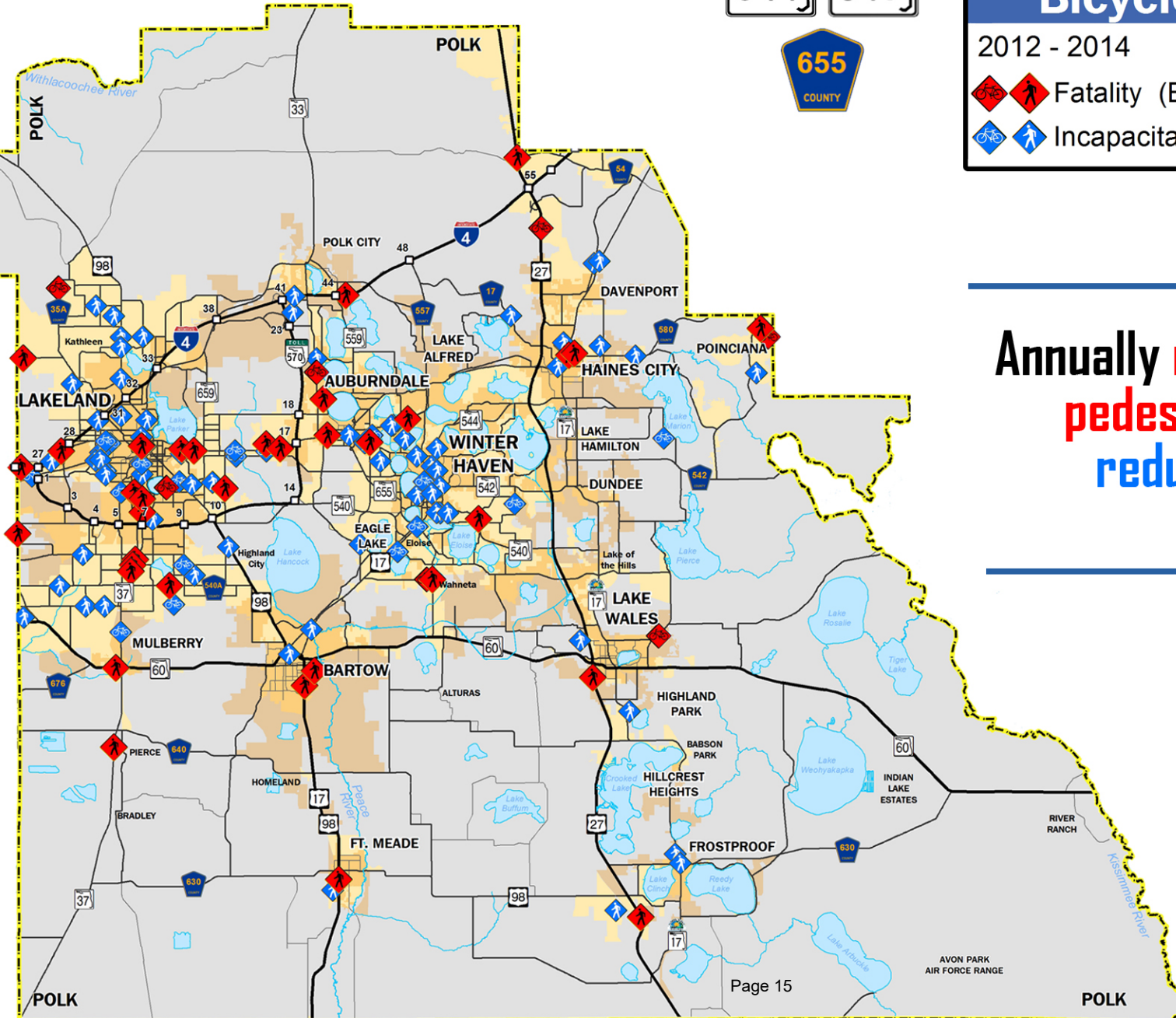
Incapacitating Inj. (Bicycle/Pedestrian)

## TARGET

Annually **reduce bicycle and pedestrian fatalities** and **reduce severe injuries**

## CURRENT

The 3-year rolling average is **4 bicyclists and 15 pedestrian fatalities** per year and **8 bicyclists and 32 pedestrian severe injuries** per year



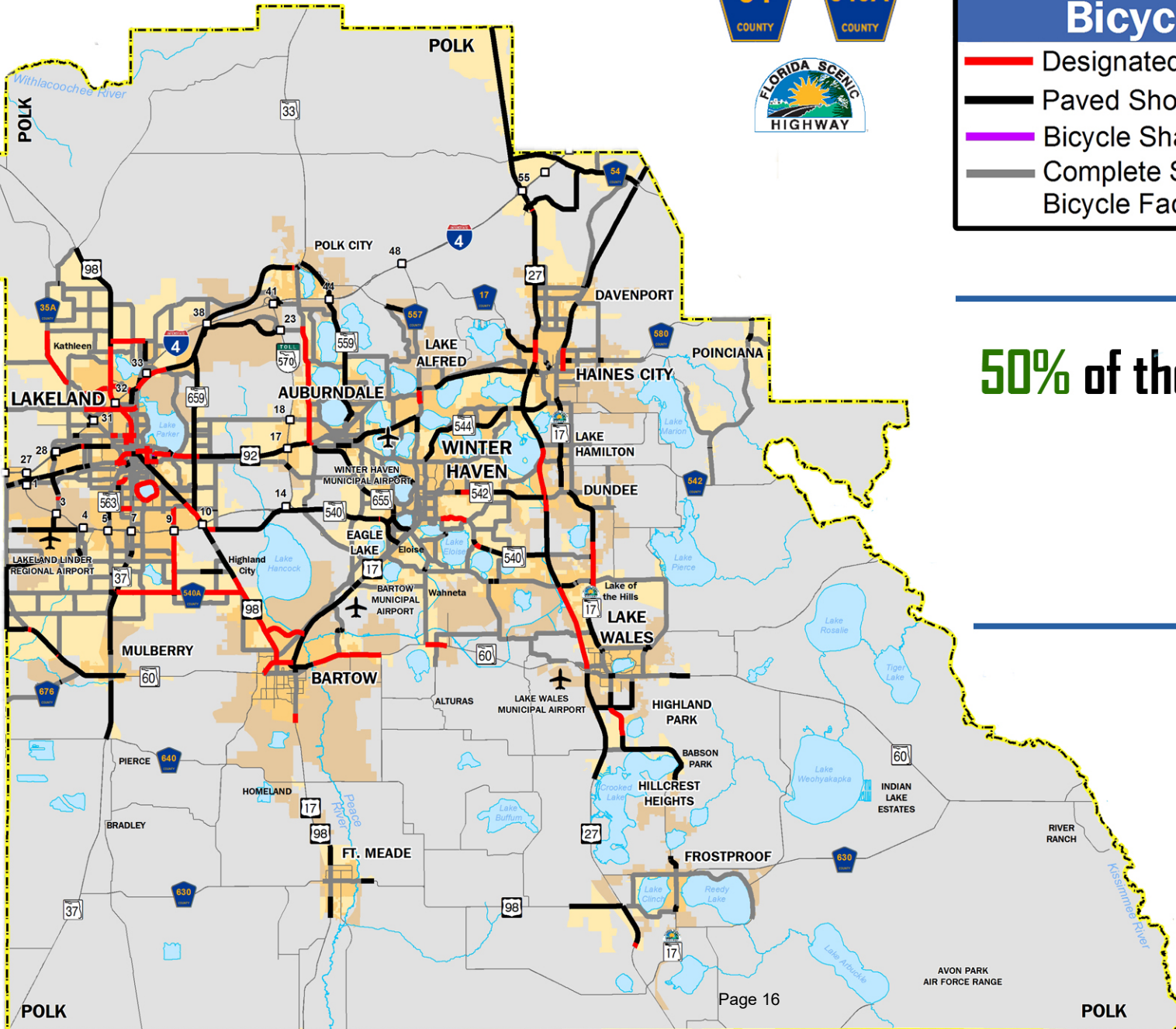


GOAL > OBJECTIVES > POLICIES >

## PERFORMANCE TARGETS

## Complete Street Network Bicycle Facilities

- Designated Bicycle Lanes
- Paved Shoulders
- Bicycle Sharrows
- Complete Street Network - No Bicycle Facilities



## TARGET!

**50%** of the Complete Street Network will have bicycle facilities

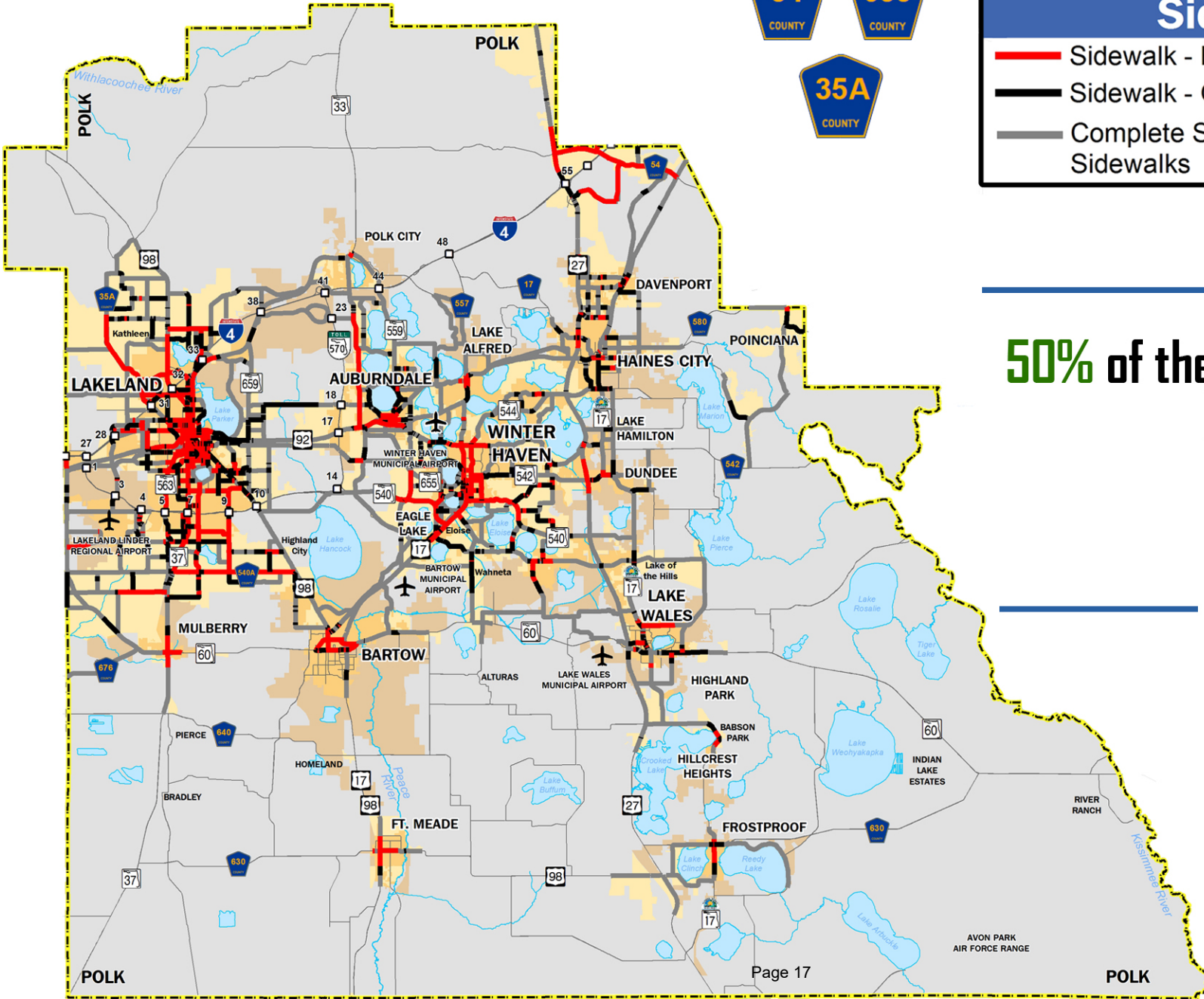
## CURRENT!

**35%** of the Complete Street Network has bicycle facilities



## Complete Street Network Sidewalks

- Sidewalk - Both Sides of the Road
- Sidewalk - One Side of the Road
- Complete Street Network - No Sidewalks



## TARGET

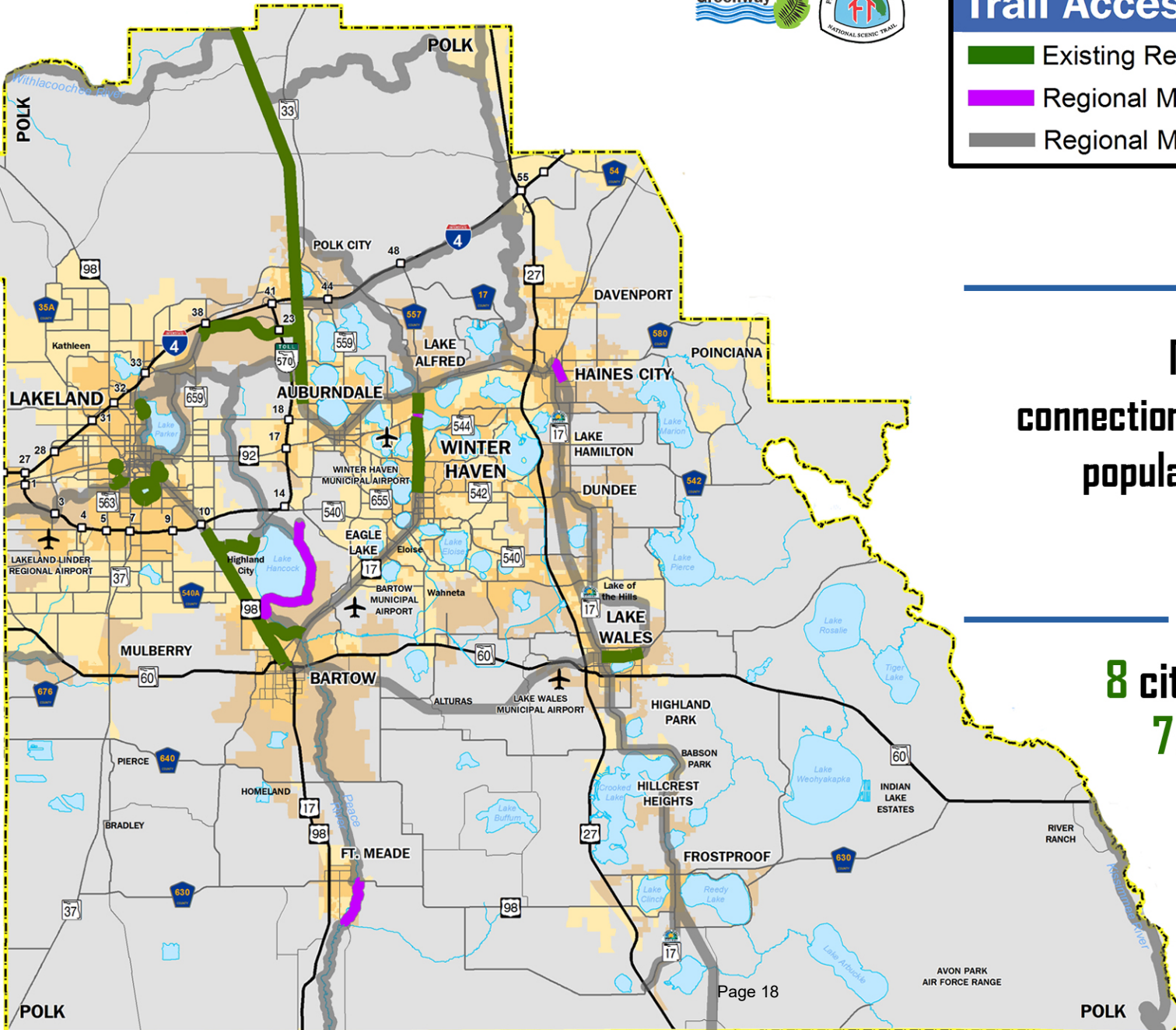
**50%** of the Complete Street Network will have sidewalks

## CURRENT

**38%** of the Complete Street Network has sidewalks

## Regional Trail Network Trail Access & Connectivity

- Existing Regional Multi-Use Trails
- Regional Multi-Use Trails (Under CST)
- Regional Multi-Use Trails (Planned)



## TARGETS

Regional multi-use trail connections to **ALL** cities, **90%** of population within 5 miles and **80%** within 3 miles

## CURRENT

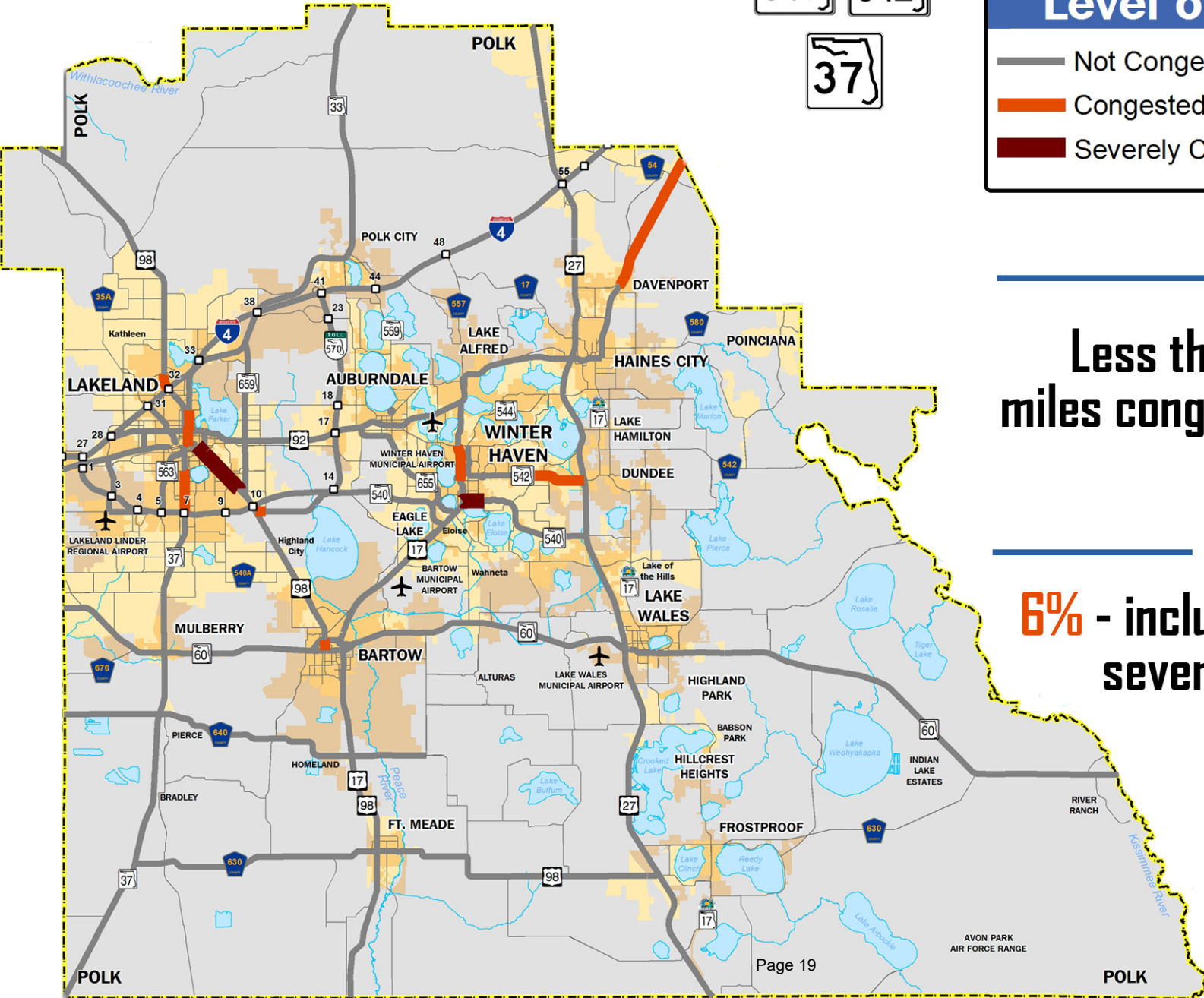
**8** cities have connections, **73%** within 5 miles and **53%** within 3 miles



GOAL
OBJECTIVES
POLICIES
PERFORMANCE TARGETS

### Arterial Network Level of Congestion

- Not Congested
- Congested (LOS D)
- Severely Congested (LOS E or below)



**TARGET**

Less than **10%** centerline miles congested during peak hour of travel

**CURRENT**

**6%** - including **3.96** miles of severely congested and **21.13** of congested





GOAL

OBJECTIVES

POLICIES

PERFORMANCE TARGETS

## Freight Network Level of Congestion

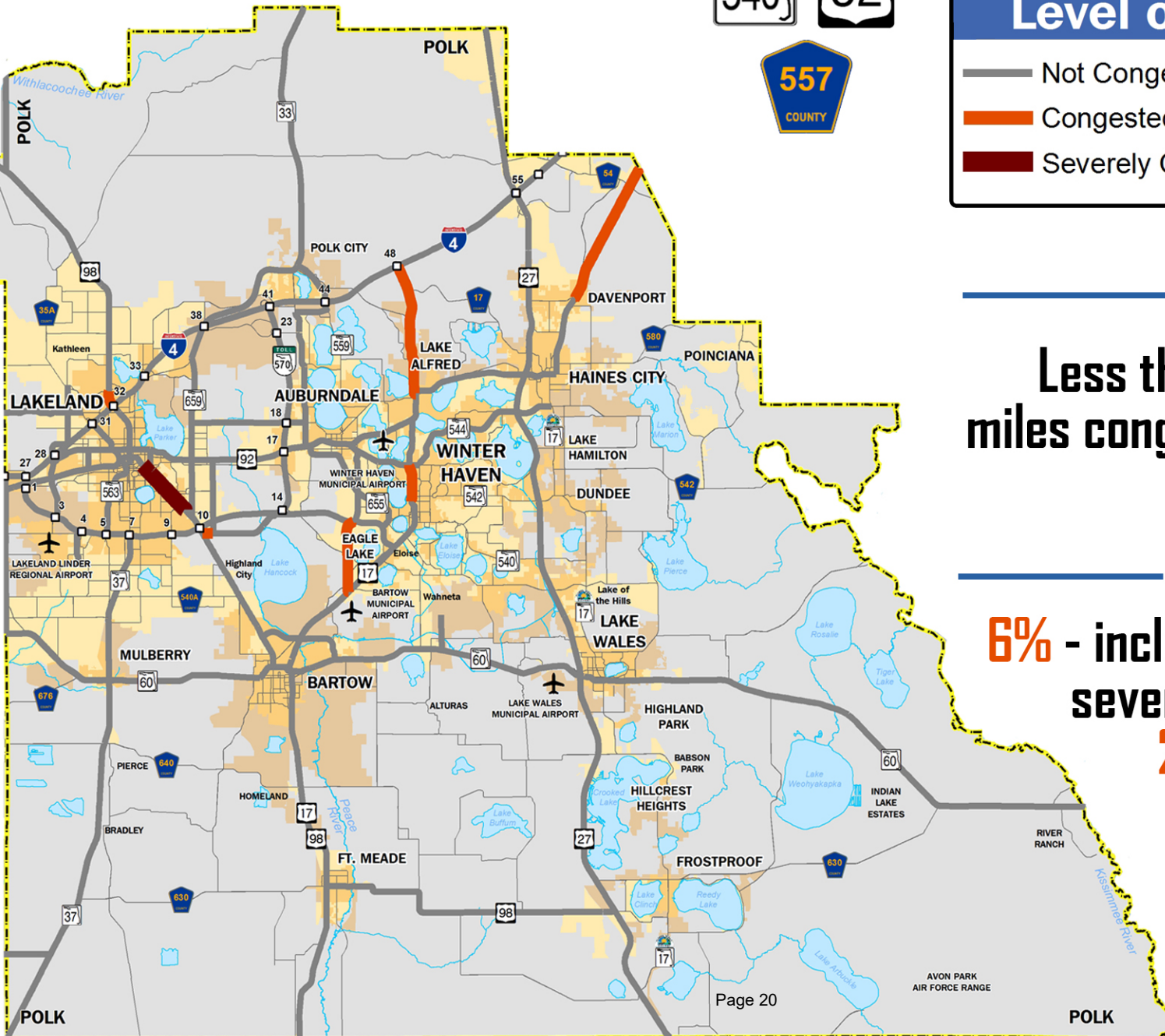
- Not Congested
- Congested (LOS D)
- Severely Congested (LOS E or below)

## TARGET

Less than **10%** centerline miles congested during peak hour of travel

## CURRENT

**6%** - including **2.96** miles of severely congested and **22.98** of congested





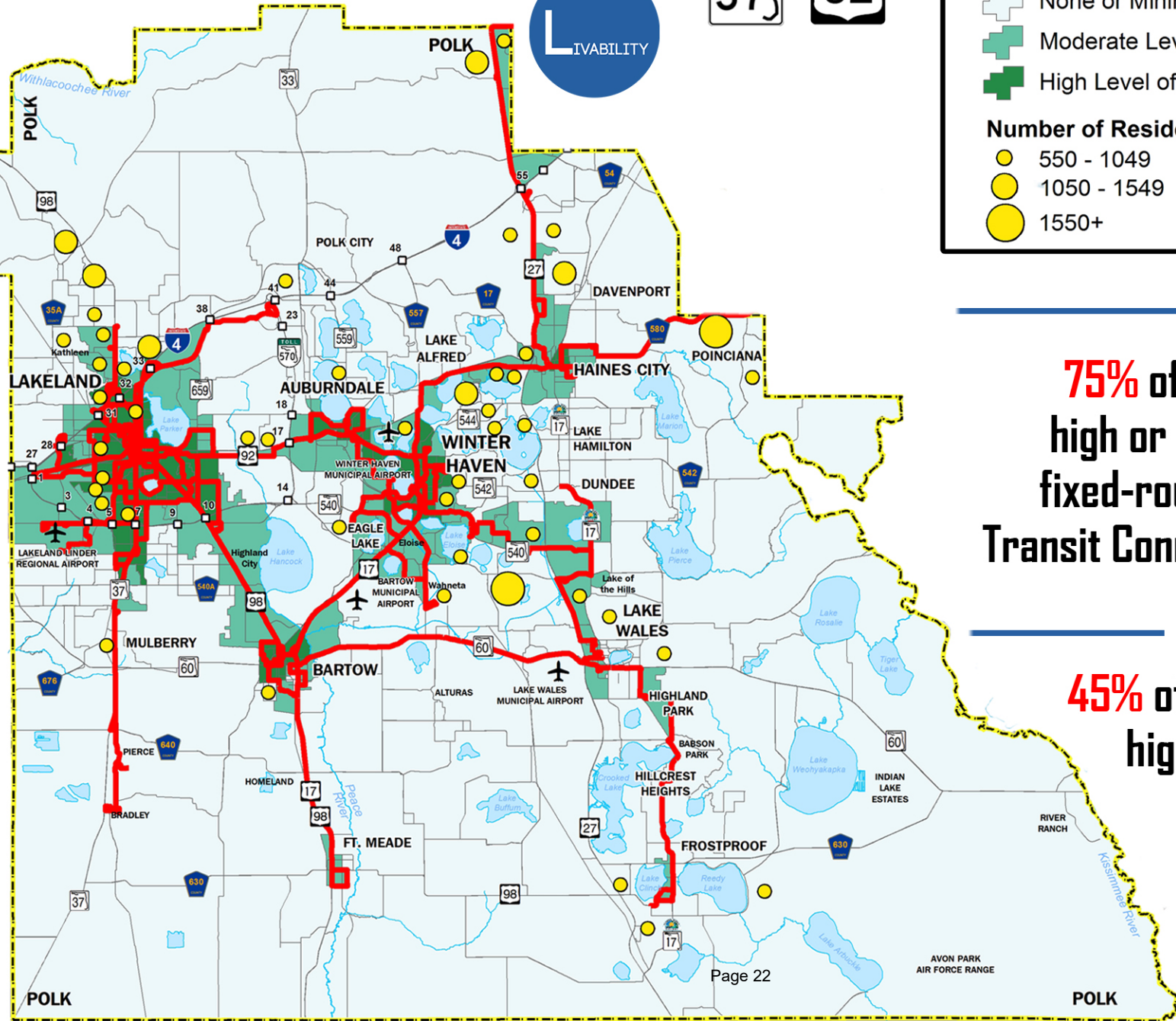


## Senior Access to Transit

- Existing Transit Route (March 2015)
- None or Minimal Level of Transit Service
- Moderate Level of Transit Service
- High Level of Transit Service

### Number of Residents (65+)

- 550 - 1049
- 1050 - 1549
- 1550+



## TARGET

**75%** of 65+ residents with high or moderate access to fixed-route transit based on Transit Connectivity Index (TCI)

## CURRENT

**45%** of 65+ residents have high (16%) or moderate (29%) access to fixed-route transit





# Polk Transportation Projects

## Appendix C

### Project Scoring Criteria



## Project Scoring Criteria

**The following evaluation criteria and point system will be used to rank Candidate Transportation Alternative Projects, Local Multi-Use Trail Projects, and Regional Multi-Use Trail Projects and Complete Streets Projects.** Priorities will be established after the sub-committee completes this process. While application of the evaluation criteria involves a subjective assessment the overall approach is intended to provide an objective evaluation of each project proposal.

### 1. Project Linkage - 30 Points

Proposed projects should demonstrate a benefit to the intermodal transportation system identified in TPO plans and documents such as the currently adopted LRTP, the Congestion Management Plan (CMP), the Consolidated Transit Development Plan (TDP), and the Neighborhood Mobility Audits prepared in support of Momentum 2040.

#### Strategic Multi-Use Trails

Is the proposed trail project a part of the multi-use trail network identified in the LRTP or Trails Master Plan? Does the project enhance an existing trail, or provide connectivity between a trail and other modes of transportation? Does the project help the TPO reach performance targets set forth in Momentum 2040? For example, does the trail provide connectivity to the regional multi-use trail from a city which doesn't currently have a connection? Or does the proposed trail provide additional access for population centers within several miles of a regional trail?

#### Strategic Bicycle/Pedestrian Needs

Does the proposed project address a need identified in Momentum 2040, or recent bike/ped safety study/safety action plan, or the Neighborhood Mobility Audits? Projects could consist of sidewalk and/or bicycle facilities that enhance the non-motorized travel conditions on a portion of the Complete Street Network, or provide crucial connections between bicycle and pedestrian generators and attractors such as schools, transit service, employment, parks, trails, commercial areas and transit dependent areas, e.g., the bike and pedestrian needs referenced in the Neighborhood Mobility Audits.

#### Proposed Transit Service Improvements

Does the proposed project enhance access and use of transit service? Potential projects may include adding bicycle racks at bus stops where a high number of bicyclists are accessing the transit system or adding bus shelters at bus stops along core transit routes. The Transit TDP and the Neighborhood Mobility Audits identify core transit corridors, transit needs, and future projects.

#### High Crash Corridors

The CMP and Momentum 2040 identify several corridors in Polk County which exhibit a high number of bicycle and pedestrian crashes based on analysis of crash



data. Candidate projects in this category may consist of corridor specific studies intended to identify improvements to enhance safety, as well as other improvements to address specific safety issues in these corridors.

## **2. System Continuity - 15 Points**

Does the project complete, extend or enhance the existing transportation system? Does the project improve intermodal access? Is the project part of a larger local effort? Does the project enhance access to essential services in a traditionally underserved neighborhood or Environmental Justice area? For example, a trailhead improvement that provides access to a trail and transit service, or a new trail or sidewalk link that provides connectivity to existing trails or sidewalks from a park, neighborhood, or downtown area.

## **3. Community Benefit - 25 Points**

Will the project provide benefits to a large segment of the community? Or will the proposed project serve a traditionally underserved neighborhood or Environmental Justice area? The benefits derived can be related to safety, quality of life, and the economy.

## **4. Cost to Benefit Comparison - 10 Points**

Is the project cost-effective in relation to the benefits derived? Are there other more cost-effective project alternatives? For instance, if the proposed project may be considered expensive when compared to similar type projects, the applicant should demonstrate there is a substantial benefit associated with the project. For example, the proposed project addresses a significant safety problem that is documented and there is strong support from area residents to fix the problem.

## **5. Public/Private Support - 10 Points**

Is there demonstrated public and/or private support for the project? Demonstrations of support may include written endorsements, formal declarations, public comments received at meetings held in support of the project, resolutions, financial donations, or other appropriate forms of support for the project. In addition, the TPO's Plans and Documents could be considered as demonstrating public support, e.g., Momentum 2040, Neighborhood Mobility Audits, MyRide Transit Development Plan or the Ridge Scenic Highway Corridor Management Plan.

## **6. Commitment - 10 Points**

Does the community have a financial commitment to the project? Local funding that may be committed to the project (if so, applicants should reference and attach documentation from their CIP). This may also include property and/or rights-of-way acquisition, site plans, or other investments that signify the project is above and beyond an idea or desire on the part of the community.



# Polk Transportation Projects

## Appendix D

FDOT Application





**District One  
Priority Project Information Packet**

***Please fill out this application completely. Please ensure all attachments are LEGIBLE. Applications containing insufficient information will not be reviewed by the FDOT.***

**Name of Applying Agency:** Click here to enter text.

**Project Name:** Click here to enter text.

**Project Category:**

Congestion Management ☐ TRIP ☐ CIGP ☐  
Transportation Alternative ☐ Transit/Modal ☐ SCOP ☐ SCRAP ☐

For more information on State Grant Programs (CIGP, SCOP, SCRAP, TRIP) [please click here](#).

**Is applicant LAP certified?** Yes ☐ No ☐

**Is project on State Highway System?** Yes ☐ No ☐

*If the project is off the state system and the applicant is LAP certified the project will be programmed as a LAP project.*

**Is the roadway on the Federal Aid Eligible System?** Yes ☐ No ☐

If yes, provide Federal Aid roadway number: Click here to enter text.

If no, give local jurisdiction: Click here to enter text.

<http://www.fdot.gov/statistics/fedaid/>

**Detailed Project Limits/Location:**

Describe begin and end points of project, EX., from ABC Rd. to XYZ Ave. Limits **run south to north or west to east**. Include jurisdiction (city/county), project length, attach a labeled project, map.

Click here to enter text.

**Discuss how this project is consistent with the MPO/TPO Long Range Transportation Plan?**

Page Number (attach page from LRTP): Click here to enter text.

**Discuss the project in the local jurisdiction's Capital Improvement Plan?**

(Attach page from CIP): Click here to enter text.

### Project Description

Phase(s) requested:

Planning Study ☐ PD&E ☐ PE ☐ ROW ☐ CST ☐ CEI ☐

**Project cost estimates by phase (Please include detailed cost estimate and documentation in back-up information):**

| Phase<br>(PD&E, ROW, PE,<br>CST) | Estimated<br>Total Cost | Funds Requested | Matching<br>Local Funds | Local Fund<br>Source | Type of Match<br>(Cash, in-kind) |
|----------------------------------|-------------------------|-----------------|-------------------------|----------------------|----------------------------------|
| [Phase]                          | [Number]                | [Number]        | [Number]                | [Fund Source]        | [Match Type]                     |
| [Phase]                          | [Number]                | [Number]        | [Number]                | [Fund Source]        | [Match Type]                     |
| [Phase]                          | [Number]                | [Number]        | [Number]                | [Fund Source]        | [Match Type]                     |
| [Phase]                          | [Number]                | [Number]        | [Number]                | [Fund Source]        | [Match Type]                     |

**Total Project Cost: \$ [Number]**

**Project Details:** Clearly describe the existing conditions and the proposed project and desired improvements in detail. Please provide studies, documentation, etc., completed to-date to support or justify the proposed improvements. Include labeled photos and maps. (Add additional pages if needed):

[Click here to enter text.](#)

### Constructability Review

For items 2-9 provide labeled and dated photos (add additional pages if needed)

1. Discuss other projects (ex. drainage, utility, etc.) programmed (local, state or federal) within the limits of this project? [Click here to enter text.](#)

2. Does the applicant have an adopted ADA transition plan? Yes ☐ No ☐

Identify areas within the project limits that will require ADA retrofit. (Include GIS coordinates for stops and labeled photos and/or map.)

[Click here to enter text.](#)

3. Is there a rail crossing along the project?

Yes ☐ No ☐

What is the Rail MP?

[Enter MP](#)

4. Are there any transit stops/shelters/amenities within the project limits?

Yes ☐ No ☐

How many? [Click here to enter text.](#)

Stop ID number: [Click here to enter text.](#)



5. Is the project within 10-miles of an airport? Yes ☐ No ☐
6. Coordinate with local transit and discuss improvements needed or requested for bus stops?  
(add additional pages if needed):  
[Click here to enter text.](#)
7. Are turn lanes being added? Yes ☐ No ☐  
If yes, provide traffic counts, length, and location of involved turn lanes.  
[Click here to enter text.](#)
8. Drainage structures:
- Number of culverts or pipes currently in place: [Click here to enter text.](#)
  - Discuss lengths and locations of each culvert along the roadway: [Click here to enter text.](#)
  - Discuss the disposition of each culvert and inlet. Which culverts are “to remain” and which are to be replaced, upgraded, or extended? [Click here to enter text.](#)
  - Discuss drainage ditches to be filled in?  
(Discuss limits and quantify fill in cubic yards) [Click here to enter text.](#)
  - Describe the proposed conveyances system (add additional pages if needed.)  
[Click here to enter text.](#)
  - Are there any existing permitted stormwater management facilities/ponds within the project limits? Yes ☐ No ☐
  - If yes, provide the location and permit number (add additional pages if needed)  
[Click here to enter text.](#)
  - Discuss proposed stormwater management permits needed for the improvements. [Click here to enter text.](#)
  - List specific utilities within project limits and describe any potential conflicts (add additional pages if needed): [Click here to enter text.](#)
  - Discuss Bridges within project limits? [Click here to enter text.](#)
  - Can bridges accommodate proposed improvements? Yes ☐ No ☐  
If no, what bridge improvements are proposed? (Offset and dimensions of the improvements, add additional pages if needed):  
[Click here to enter text.](#)

9. Has Right-of-way (ROW), easements, or ROW activity already been performed/acquired for the proposed improvements? If yes, please provide documentation

Yes ☐ No ☐

If ROW or Easements are needed detail expected area of need (acreage needed, ownership status):

[Click here to enter text.](#)

10. Discuss required permits (ERP, Drainage, Driveway, Right of Way, etc.): [Click here to enter text.](#)

If none are needed, state the qualified exemption:

[Click here to enter text.](#)

11. Are there any wetlands within the project limits? Yes ☐ No ☐

If yes, list the type of wetlands, estimated acreage and if mitigation will be required. Please note whether the project is within the geographic service area of any approved mitigation banks. Provide any additional information:

[Click here to enter text.](#)

12. Are there any federal or state listed/protected species within the project limits?

Yes ☐ No ☐

If yes, list the species and what, if any mitigation or coordination will be necessary: [Click here to enter text.](#)

If yes, discuss critical habitat within the project limits: [Click here to enter text.](#)

13. Discuss whether any prior reviews or surveys have been completed for historical and archaeological resources (include year, project, results)

[Click here to enter text.](#)

14. Are any Recreational, historical properties or resources covered under section 4(f) property within the project limits? Yes ☐ No ☐

(Provide details) [Click here to enter text.](#)

15. Discuss whether any prior reviews or surveys have been completed for sites/facilities which may have potential contamination involvement with the proposed improvements. This should include a discussion of locations which may directly impact the project location, or be which may be exacerbated by the construction of the proposed improvements. [Click here to enter text.](#)

16. Are lighting improvements requested as part of this project? Yes ☐ No ☐  
Please provide a lighting justification report for the proposed lighting.  
[Click here to enter text.](#)

17. Is a mid-block crossing proposed as part of the project? Yes ☐ No ☐  
If yes, please provide the justification for mid-block crossing.  
[Click here to enter text.](#)

### **Required Attachments**

- A. Detailed Project Scope with Project Location Map with sufficient level of detail (Please include typical section of proposed improvements)
- B. Project Photos – dated and labeled (this is important!)
- C. Detailed Cost Estimates including Pay Items
- D. LRTP and Local CIP page
- E. Survey/As-builts/ROW documentation/Utility/Drainage information
- F. Detailed breakdown of ROW costs included in estimate (if ROW is needed/included in request or estimate)

## **Applicant Contact Information**

### **Agency Name:**

**Mailing Address:** Click here to enter text.

**Contact Name and Title:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature indicates that the information included with this application is accurate.*

### **Maintaining Agency:**

**Contact Name and Title:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature serves as a commitment from your agency to maintain the facility requested.*

### **MPO/TPO:**

**Contact Name and Title:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature confirms the request project is consistent with all MPO/TPO plans and documents, is eligible, and indicates MPO/TPO support for the project.*





# Polk Transportation Projects

## Appendix E

Polk TPO Application



# Polk TPO

## Priority Transportation Project Application

Project Title: \_\_\_\_\_

Applicant Agency: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Project Type

\_\_\_\_ TAP      \_\_\_\_ Complete Street      \_\_\_\_ Local MUT  
\_\_\_\_ Regional MUT/SUN Trail      \_\_\_\_ TRIP

### Project Description (must include location map)

From: \_\_\_\_\_ To: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Surface Type: \_\_\_\_\_

### Project Cost

Funding Requested: \_\_\_\_\_ Local Match: \_\_\_\_\_

Planning/Design Cost: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

### Priority Evaluation Criteria *(use additional pages as needed)*

#### 1. Project Linkage – 30 Points

Please explain how this project demonstrates a benefit to the intermodal transportation system identified in the TPO's LRTP, Complete Street Action Plan, Transit Development Plan or Neighborhood Mobility Audits.

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a.) Strategic Multi-Use Trails

### Regional Multi-Use Trails

- a. Is this proposed trail a regional trail?    ☐ Yes    ☐ No
- i. If a Regional Trail, is the proposed project included in the Office of Greenways and Trails statewide system of trails?

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- ii. If a Regional Trail, is the proposed project currently designated as a regional trail by the Polk TPO?

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### Local Multi-Use Trails

- b. Is the proposed trail a local multi-use trail?    ☐ Yes    ☐ No
- i. If a local multi-use trail, will this project address or improve safety conditions for bicyclists and pedestrians along the corridor in which it is proposed?

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- ii. Will this project cross or intersect with any major roadways?

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- iii. Is the proposed trail project part of a multi-use trail network identified in the Momentum 2040 or Trails Master Plan? If yes, explain how the proposed project will help meet the performance targets set forth in Momentum 2040.

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### b.) Strategic Bicycle/Pedestrian Needs



- a. Does the proposed project address bicycle/pedestrian needs identified in Momentum 2040, recent bicycle/pedestrian safety plans, or neighborhood mobility audits? \_\_\_\_\_ Yes \_\_\_\_\_ No

- i. If yes, explain how the project will help meet the performance targets set forth in Momentum 2040.

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c.) Proposed Transit Service Improvements

- a. Does the proposed project enhance access and use of a transit service?  
Yes \_\_\_\_\_ No \_\_\_\_\_

- i. If yes, explain how the project will help meet the performance targets set forth in Momentum 2040.

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d.) High Crash Corridors

- a. Is the proposed project identified as a corridor which exhibits a high number of bicycle and pedestrian crashes? \_\_\_\_\_ Yes \_\_\_\_\_ No

- i. If yes, explain how the project will help meet the performance targets set forth in Momentum 2040.

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**2. System Continuity – 15 Points**

- a. Does the project complete, extend or enhance the existing transportation system?

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- b. Does the project enhance access to essential services, e.g., shopping, medical, financial, employment or school facilities, in a traditionally underserved (environmental justice) area?

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**3. System Continuity – 25 Points**

- a. Will the project provide benefits to a “large segment” of the community, or will the project serve a “traditionally underserved” (environmental justice) area?

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**4. Cost to Benefit Comparison – 10 Points**

- a. Is the project cost-effective in relation to the benefits derived?

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**5. Public/Private Support – 10 Points**

- a. Is there demonstrated public and/or private support for this project? This could include public support gathered from the individual municipalities/jurisdictions, including public input gathered from meetings related to the proposed project. Additionally, the TPO’s planning efforts such as Momentum 2040, Neighborhood Mobility Audits and Complete Street Action Plans qualifies for public support for projects documented in these plans.

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**6. Commitment – 10 Points**

- a. Does the community have financial commitment in the project? If the municipality or jurisdiction is unable to provide a financial commitment, please explain other forms of commitment such as in-kind services that may apply.

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Additional project information:

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# Polk Transportation Projects

## MAPS





**High Concentration:**

- Population Below Poverty and Hispanic or Non-White Population <sup>1</sup>
- Hispanic or Non-White Population <sup>2</sup>
- Population Below Poverty Level <sup>3</sup>



## Neighborhood Mobility Audit

1. Includes information from both #2 and #3 below



Polk Transportation Planning Organization

April 30, 2015











## Bicycle/Pedestrian Needs

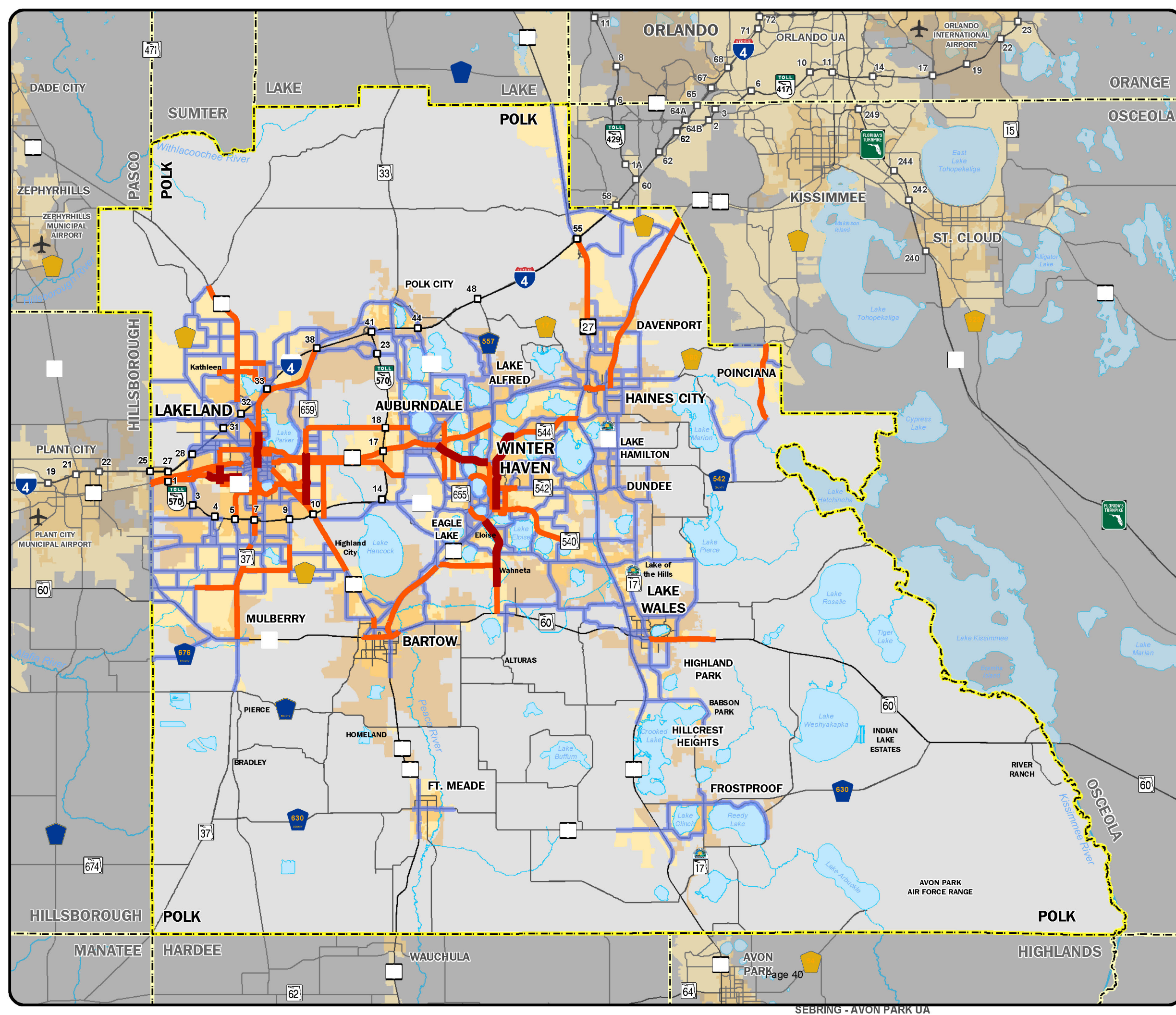
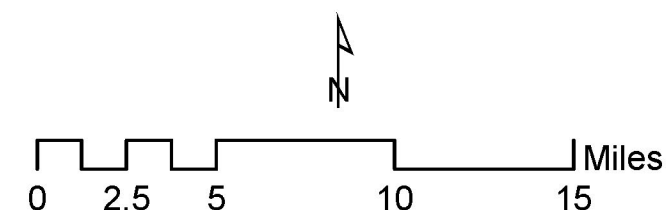
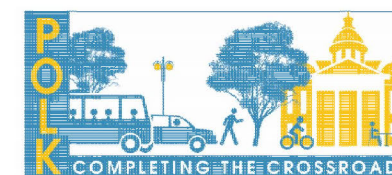
### Legend

#### Bicycle and Pedestrian Needs

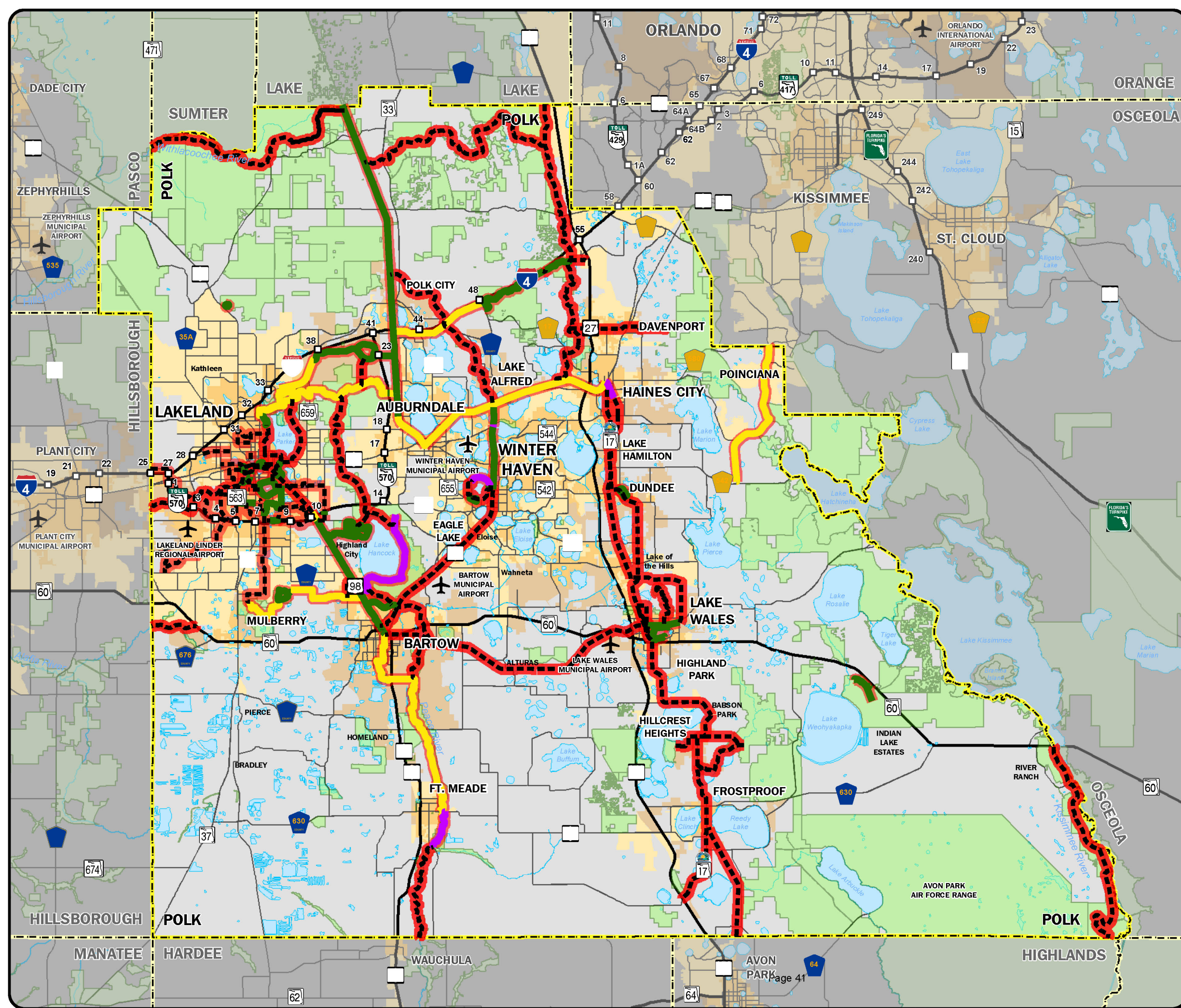
-  Complete Street Corridors - Currently being evaluated
-  Future Complete streets corridors
-  Other Bike/Ped Priority Corridors

#### Other Map Features

-  Other Roads
-  City Limits
-  Urbanized Areas










## 2040 Multi-Use Trail Network

## Legend

### Existing + Committed Multi-Use Trails

-  Existing Multi-Use Trail  
 Multi-Use Trail -  
 Under Construction/Committed  
 PD&E/Master Plan  
 Underway/Committed \*

\* Alignment subject to change.

## Other Planned Multi-Use Trails

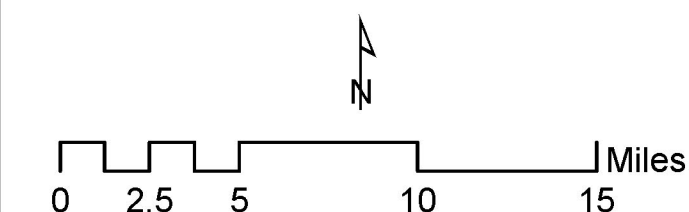
- #### Other Proposed Multi-Use Trails

## Multi-Use Trail Network

- All Trail - Existing, Committed and Planned

## Other Map Features

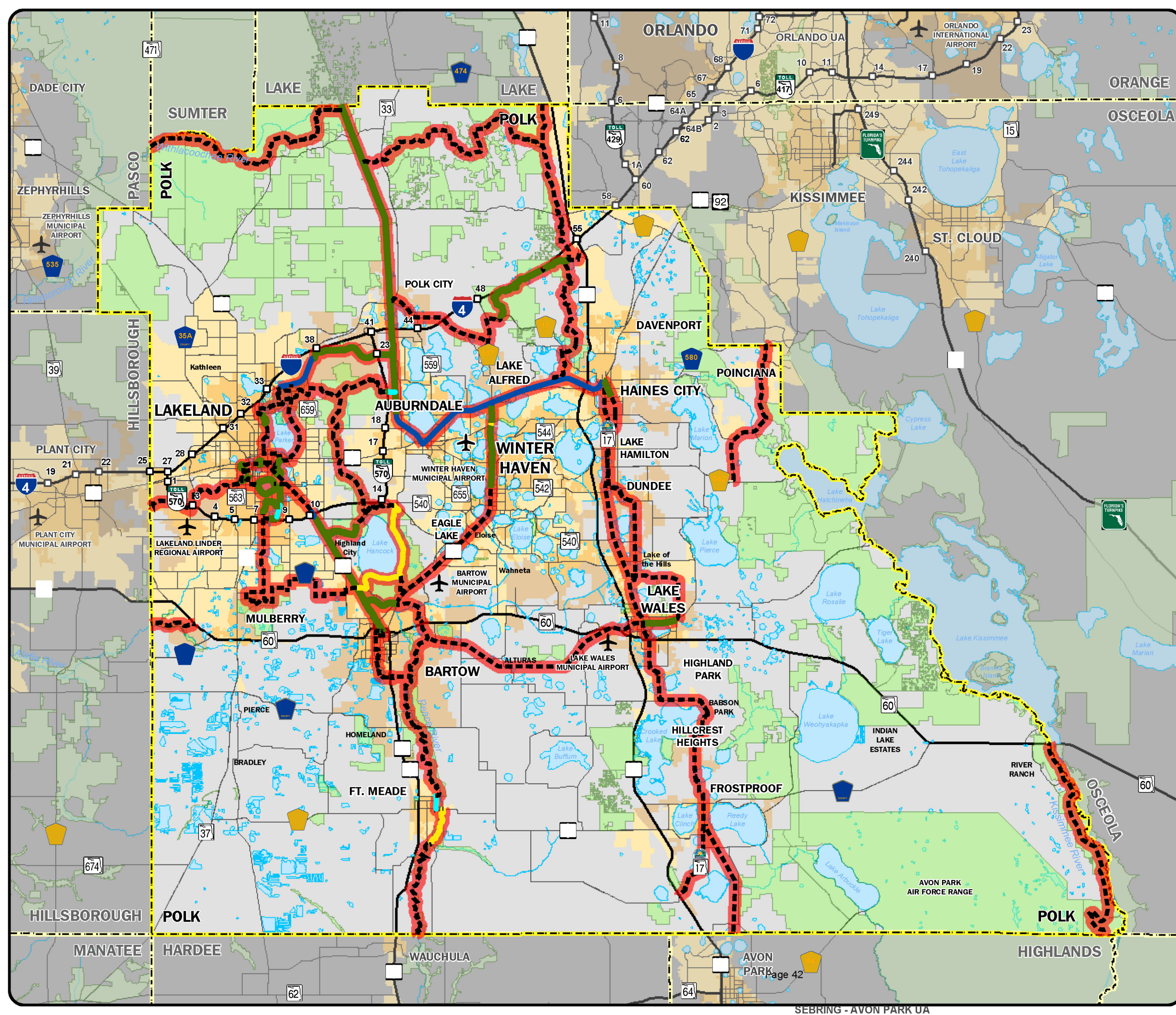
- City Limits
- Urbanized Areas
- Conservation Lands



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ADOPTED  
December 10, 2015





Polk Transportation  
Planning Organization

## Regional Multi-Use Trail Network

### Legend

#### Existing + Committed Regional Trails

- Existing Multi-Use Trails
- Under Construction
- PD&E Study Underway
- Committed/Programmed

#### Other Planned Regional Trails

- Proposed Multi-Use Trails

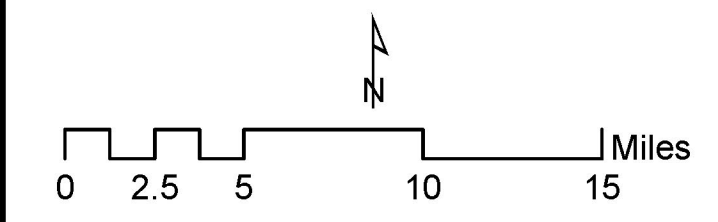
#### Regional Trail Network

- All Trails - Existing, Committed and Planned

Source: Polk TPO

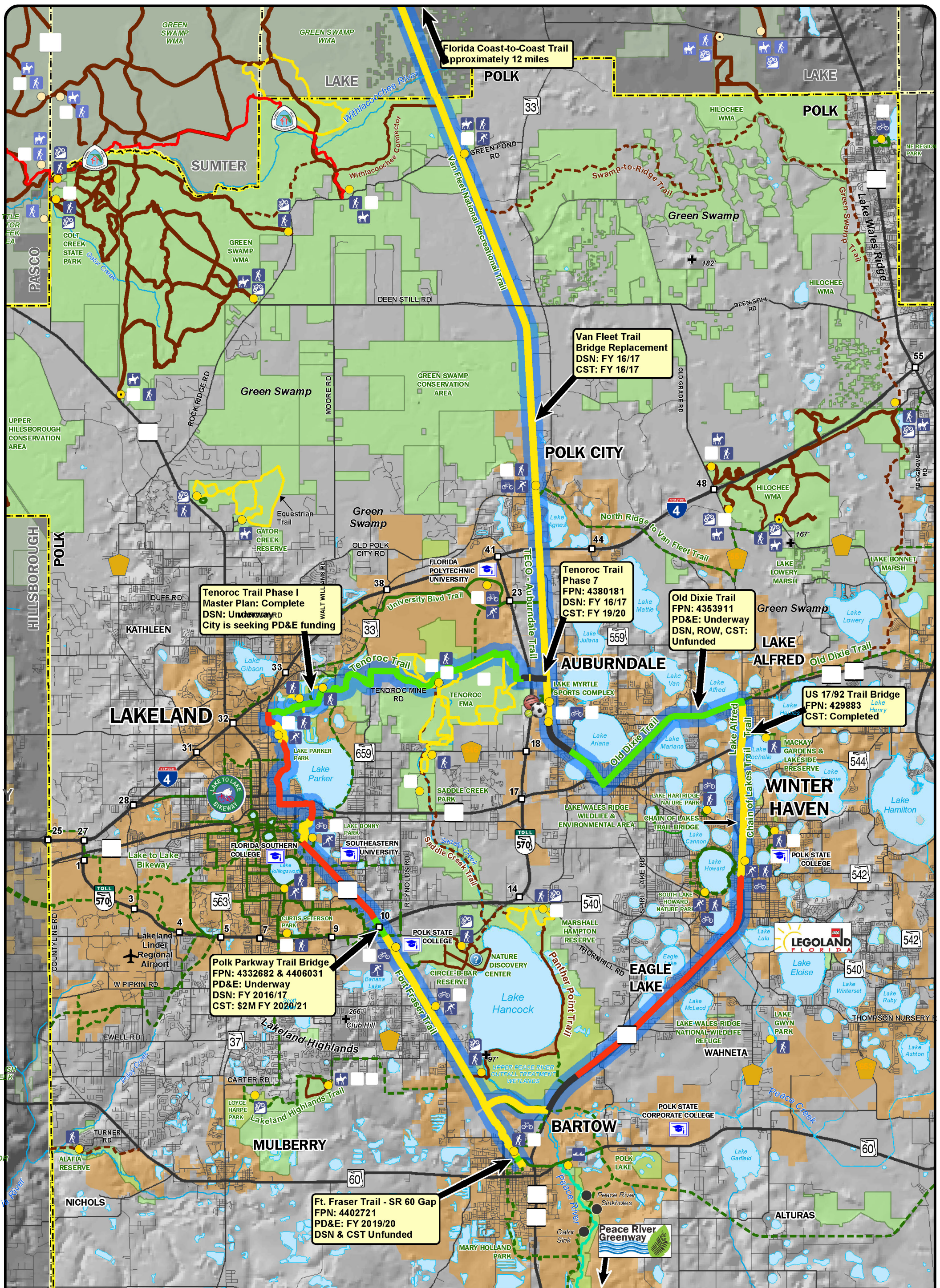
#### Other Map Features

- City Limits
- Urbanized Areas
- Conservation Lands



January 30, 2018





# SUN Trail Status Polk County

### Map Legend

**SUN Trail Status**

- Existing Trail (38.8 miles)
- Trail Gap - PD&E Study/Master Plan (17.0 miles)
- Trail Gap - Planned/Public Ownership (3.1 miles)
- Trail Gap - Planned/Not Funded (14.8 miles)
- SUN Trail Network (73.7 miles)

**Other Trails - Trail Type**

- Existing Multi-Use Trail - Paved
- Planned Multi-Use Trail - Paved
- Existing Multi-Use Trail - Unpaved
- Planned Multi-Use Trail - Unpaved
- Existing Hiking Trail - Natural Surface
- Trailhead

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October 19, 2017

Polk Transportation Planning Organization



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