



# 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 Momentum 2045 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 2045.

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 2045, 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 2022/23, 60% design must be complete by March FY 2021. If the applicant is not LAP certified, design funds should be requested in the project proposal.

Important dates to know: *(Dates are general please see Polk TPO staff for exact dates)*

- November: Polk TPO Priority Transportation Projects Workshop

- Late January/Early February: Complete application package is due to the Polk TPO.
  - A complete application package consists of the FDOT pre-application, a Polk TPO application, five (5) printed copies of the applications, and an USB drive with the entire set of electronic documents that comprise the application.
  - **Submissions past the deadline will not be accepted as they will not provide ample time for review by the Polk TPO prior to their required submission to FDOT by their established deadline.**
- Spring: Applications are reviewed and scored by the TAC subcommittee.
- 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 electronically by the Polk TPO to FDOT for their review. As a reminder, **each project application package must include a completed FDOT pre-application, the Polk TPO’s application, five (5) printed copies of the application packet, and one USB drive with the entire set of electronic documents that comprise the application.** See Appendix C and D for application forms.

### ***Transportation Alternatives (TA)***

Projects in this category are funded through the Bipartisan Infrastructure Law. 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 2045 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 2045 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 \$7.5M 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 2045?
    - i. Is the project consistent with the Momentum 2045 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 2045
    - 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 2045
    - 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 2045
  - b. Core Transit Corridor
    - i. Project is in a Core Transit Corridor in the Momentum 2045
  - 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 current Momentum 2045 (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 2045 (Maps C & 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 2022/23, 60% design must be complete by March FY 2021. 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  
Polk Transportation Planning Organization  
Phone: (863) 534-6558  
E-mail: [RyanKordek@polk-county.net](mailto:RyanKordek@polk-county.net)



# Polk Transportation Projects

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## Appendix A

### Project Matrix

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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	add info here	TAP	\$600,000		1. Both FDOT pre-applications 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	Providence Road Complete Street Corridor. The city proposes to create a Complete Streets Corridor between SR539 (Kathleen Road) and CR582 (Griffin Road) in Lakeland. The length of the project is 1.33 miles. They propose reconstruct the road with wider sidewalks, curb-and gutter, and other Complete Streets attributes.	TMA SU Funds	\$5M	NA	1. Both FDOT pre-applications 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	add info here	TMA SU Funds - set aside for MUT	\$1M	NA	1. Both FDOT pre-applications 2. Polk TPO application	March of prior Fiscal Year* (Only applies to LAP 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 River Trail. Adding 8 segments of trail to connect within two miles of Lake Hancock Hub Trails.	TMA-SU, TAP and	\$1M - \$2M		<ol style="list-style-type: none"> <li>1. Both FDOT pre-application</li> <li>2. Polk TPO application</li> <li>3. SUN Trail Application (if applicable)</li> </ol>	March of prior Fiscal Year* (Only applies to LAP projects)



# Polk Transportation Projects

## Appendix B 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 2045.

#### 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 2045? 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 2045, 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 2045 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

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## Appendix C

### FDOT Application

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District One  
Priority Project Information Packet

**Please fill out this application completely. Applications containing insufficient information will not be reviewed by the FDOT**

**Name of Applying Agency:**

**Project Name:**

**Project Category:**

Congestion Management  TRIP  CIGP

Transportation Alternative  Transit/Modal

**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  If no, give local jurisdiction: No

**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.

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

Page Number (attach page from LRTP):

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

(Attach page from CIP):

**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 (PD&E, ROW, PE, CST)	Estimated Total Cost	Funds Requested	Matching Local Funds	Local Fund Source	Type of Match (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):

**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?
  
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.)
  
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?  
Stop ID number:
  
5. Is the project within 5-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):

7. Are turn lanes being added? Yes  No

If yes, provide traffic counts, length, and location of involved turn lanes.

8. Drainage structures:

- Number of culverts or pipes currently in place:
- Discuss lengths and locations of each culvert along the roadway:
- Discuss the disposition of each culvert and inlet. Which culverts are “to remain” and which are to be replaced, upgraded, or extended?
- Discuss drainage ditches to be filled in?  
(Discuss limits and quantify fill in cubic yards)
- Describe the proposed conveyances system (add additional pages if needed.)
- 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)
- Discuss proposed stormwater management permits needed for the improvements.
- List specific utilities within project limits and describe any potential conflicts (add additional pages if needed):
- Discuss Bridges within project limits?
- 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):

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

Yes  No

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

10. Discuss required permits (ERP, Drainage, Driveway, Right of Way, etc.):

If none are needed, state the qualified exemption:

11. A re 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:

12. A re 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:

If yes, discuss critical habitat within the project limits:

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

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

(Provide details)

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.
16. A re lighting improvements requested as part of this project? Yes  No   
Please provide a lighting justification report for the proposed lighting.
17. Is a mid-block crossing proposed as part of the project? Yes  No   
If yes, please provide the justification for mid-block crossing.

### **Required Attachments**

- A. Detailed Project Scope with Project Location Map at sufficient level of detail (Please include typical section of proposed improvements)
- B. Project Photos – dated and labeled
- 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:**

**Contact Name and Title:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

**Maintaining Agency:**

**Contact Name and Title:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

**MPO/TPO:**

**Contact Name and Title:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**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.*



**FLORIDA DEPARTMENT OF TRANSPORTATION**  
**[YEAR] TRANSPORTATION ALTERNATIVES PROGRAM**  
**FUNDING APPLICATION FOR FISCAL YEAR [dates]**

**APPLICANT INFORMATION**

<b>Agency/Organization Name:</b> <i>Click here to enter text.</i>			
<b>Agency Contact Name:</b> <i>Click here to enter text.</i>		<b>Title:</b> <i>Click here to enter text.</i>	
<b>Mailing Address:</b> <i>Click here to enter text.</i>	<b>City:</b> <i>Click here to enter text.</i>	<b>State:</b> FL	<b>Zip Code:</b> <i>Click here to enter text.</i>
<b>County:</b> <i>Click here to enter text.</i>		<b>MPO/TPO (if applicable):</b> <i>Click here to enter text.</i>	
<b>Telephone:</b> <i>Click here to enter text.</i>		<b>Email Address:</b> <i>Click here to enter text.</i>	

**CERTIFICATION OF PROJECT SPONSOR/IMPLEMENTING AGENCY SUPPORT:**

Certification of project sponsor/implementing agency support is attached.  Yes (Required)

**PROJECT TYPE:**  Infrastructure  Non-infrastructure

*FDOT requires locally administered infrastructure projects be implemented by a LAP certified agency; Non-infrastructure projects do not require LAP certification. If the project applicant intends to administer the project but is not LAP certified at the time of application submittal, they may seek project-specific certification prior to project authorization if their application is selected, or they may partner with a LAP certified agency or with FDOT to serve as the project sponsor and implementing agency. Non-profit organizations are not eligible for LAP certification.*

**FOR INFRASTRUCTURE PROJECTS ONLY - APPLICANT'S LOCAL AGENCY PROGRAM (LAP) CERTIFICATION STATUS**

- Currently fully LAP Certified / Year of Certification: *Click here to enter text.*
- Not LAP Certified but will seek project-specific certification
- Not LAP Certified but project will be administered by the FDOT District
- Not LAP Certified but have secured a LAP Sponsor/Implementing Agency as identified below:

<b>LAP Sponsor/Implementing Agency Name:</b> <i>Click here to enter text.</i>			
<b>LAP Sponsor/Implementing Agency Contact Name:</b> <i>Click here to enter text.</i>		<b>Title:</b> <i>Click here to enter text.</i>	
<b>Mailing Address:</b> <i>Click here to enter text.</i>	<b>City:</b> <i>Click here to enter text.</i>	<b>State:</b> FL	<b>Zip Code:</b> <i>Click here to enter text.</i>
<b>Telephone:</b> <i>Click here to enter text.</i>		<b>Email Address:</b> <i>Click here to enter text.</i>	

**PROJECT INFORMATION**

**PROJECT NAME/TITLE:** *Click here to enter text.*

**ELIGIBLE TRANSPORTATION ALTERNATIVES PROJECT CATEGORY:**

Please check the one Transportation Alternatives eligible project category that the proposed project will address. Checking more than one category does not ensure or increase eligibility. Additional guidance on eligible project activities is included in Appendix B of the [FDOT TA Program Guidance](#).

- 1.  Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)
- 2.  Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)
- 3.  Conversion and use of abandoned railroad corridors for non-motorized use
- 4.  Construction of turnouts, overlooks, and viewing areas
- 5.  Inventory, control or removal of outdoor advertising
- 6.  Historic preservation and rehabilitation of historic transportation facilities
- 7.  Vegetation management practices in transportation rights of way
- 8.  Archaeological activities related to impacts from transportation projects
- 9.  Environmental mitigation activities
- 10.  Safe Routes to School

**\*NOTE:** *Safe Routes to School (SRTS) funding under Transportation Alternatives is separate from the FDOT SRTS Program; however, if FDOT SRTS Program funds are to be used on any phase of the project then the project will need to comply with the Florida SRTS program requirements. For more information, visit <https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm>.*

**PROJECT LOCATION:**

<b>Roadway name:</b> <i>Click here to enter text.</i>		
<input type="checkbox"/> <b>On-State System Road</b> <small>(State Roadway)</small>	<input type="checkbox"/> <b>Off-State System Road</b> <small>(Local Roadway)</small>	<b>Roadway number:</b> <i>Click here to enter text.</i> <small>(i.e. US, SR, CR, etc., if applicable)</small>

**\*NOTE:** *For off-road/trail projects please indicate adjacent roadway*

**PROJECT LIMITS:**

*If project has various locations (e.g. city-wide), include attachments specifying each termini and project length.*

<b>South or West Termini:</b> <i>Click here to enter text.</i> <small>Street Name/Mile Post/Other</small>	<b>North or East Termini:</b> <i>Click here to enter text.</i> <small>Street Name/Mile Post/Other</small>
<b>Project Length (in miles):</b> <i>Click here to enter text.</i>	
<b>Attachment included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>A location map with aerial view is attached to this application.</b> <input type="checkbox"/> Yes <i>(Required)</i> <i>Label important features, roadways, etc. to clearly locate and show the boundaries of the project.</i>	

**PROJECT DESCRIPTION:**

**Brief Description:** *Click here to enter text.*

*(e.g. planning, design and construction of a sidewalk along Sample Road)*

**Detailed Scope of Work:**

A detailed scope of work is attached. <i>Clearly describe the existing conditions and the proposed project in detail, including specifics on the major items of work (e.g. width of sidewalks or trails, materials to be used, etc.), the purpose and need for this project, and the desired improvements.</i>	<input type="checkbox"/> Yes (Required)
Conceptual or design plans are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Typical Section drawings are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other attachment (e.g. studies, documentation to support the project). If yes, please describe: <i>Click here to enter text.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PUBLIC INVOLVEMENT:**

<b>Has the applicant received input from stakeholders?</b> Briefly explain: <i>Click here to enter text.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have public information or community meetings been held?</b> If yes, please provide a brief description and attach supporting documentation: <i>Click here to enter text.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe public and private support for the project (e.g. petitions, endorsements, resolutions, letters of support):</b> <i>Click here to enter text.</i>	
<b>Is the project within limits of wetlands, contamination/hazardous waste areas or endangered/threatened species?</b> If Yes, specify and provide documentation: <i>Click here to enter text.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is environmental permitting required?</b> If Yes, specify and provide documentation: <i>Click here to enter text.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Provide any additional project specific information that should be considered:</b> <i>Click here to enter text.</i>	

**PROJECT IMPLEMENTATION**

**Please indicate the project phases included in this funding request:**

- Planning activities
- Project Development and Environment Study (PD&E)
- Preliminary Engineering/Final Design
- Right-of-Way (ROW)
- Construction
- Construction Engineering and Inspection activities (CEI)

**Please indicate who will execute the project phases identified for this project:\***

Planning	PD&E	Preliminary Engineering/ Final Design	ROW	Construction	CEI
<input type="checkbox"/> Implementing agency staff	N/A	<input type="checkbox"/> Implementing agency staff	N/A	<input type="checkbox"/> Implementing agency staff	<input type="checkbox"/> Implementing agency staff
<input type="checkbox"/> Consultant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Consultant
<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT	<input type="checkbox"/> FDOT
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable

**\*NOTE:** Local agencies are not eligible to be certified in PD&E and/or ROW (Refer to FDOT LAP Manual Chapters 11 and 12).

**Is this project related to other FDOT funded phases that are complete, underway, or in FDOT’s 5-year Work Program?**

- Yes    No

If Yes, please describe. *If previous phases of this project were constructed as LAP projects, please provide the associated FDOT Project Number (i.e. FPID/FMN numbers):*

*Click here to enter text.*

**Is there a proposed maintenance plan for when the project is complete?**    Yes    No

If yes, please provide a brief description and attach supporting documentation as appropriate:

*Click here to enter text.*

**PROJECT RIGHT-OF-WAY / EASEMENT REQUIREMENTS**

**Is right-of-way acquisition proposed?**    Yes    No

If yes, describe existing right-of-way (ROW) ownerships along the project, including when the ROW was obtained and how ownership is documented (i.e., plats, deeds, prescriptions, easements). Attach ROW documentation as appropriate.

*Click here to enter text.*

Also describe proposed acquisition including timeline, expected fund source, limitations on fund use or availability, and who will acquire and retain ownership of proposed right-of-way:

*Click here to enter text.*

**Will temporary construction easements be required?**  Yes  No

If Yes, please describe:

*Click here to enter text.*

**PROJECT COST ESTIMATE AND FUNDING REQUEST**

**ESTIMATED PROJECT COST:**

A detailed project cost estimate is attached.

Yes (Required)

Provide a summary of the estimated cost for the work being proposed, indicating local fund allocation as appropriate.

<b>Project Phase</b>	<b>TA funds</b>	<b>Local funds</b>	<b>Total Cost</b>
Planning Activities	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Project Development & Environmental Study (PD&E)	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Design Costs/Plan Preparation	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Environmental Assessment (s) associated with the design phase	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Permits associated with the design phase (including application fees, mitigation and permit acquisition work)	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Right-of-Way	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Construction	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Construction Engineering and Inspection Activities (CEI)	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
Other costs* (please describe) <i>Click here to enter text.</i> *FDOT does not allow programming for contingency costs. Any contingency costs should be accounted for using local funds.	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
<b>TOTAL ESTIMATED PROJECT COST</b>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>	\$ <i>Click here to enter text.</i>
<b>PERCENT OF TOTAL PROJECT COST</b>	<i>Click here to enter text.</i> %	<i>Click here to enter text.</i> %	<b>100%</b>



# Polk Transportation Projects

## Appendix D

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 2045 or Trails Master Plan? If yes, explain how the proposed project will help meet the performance targets set forth in Momentum 2045.

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b.) Strategic Bicycle/Pedestrian Needs

a. Does the proposed project address bicycle/pedestrian needs identified in Momentum 2045, 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 2045.

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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 2045.

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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 2045, 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

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## MAPS

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# Environmental Justice Planning Areas

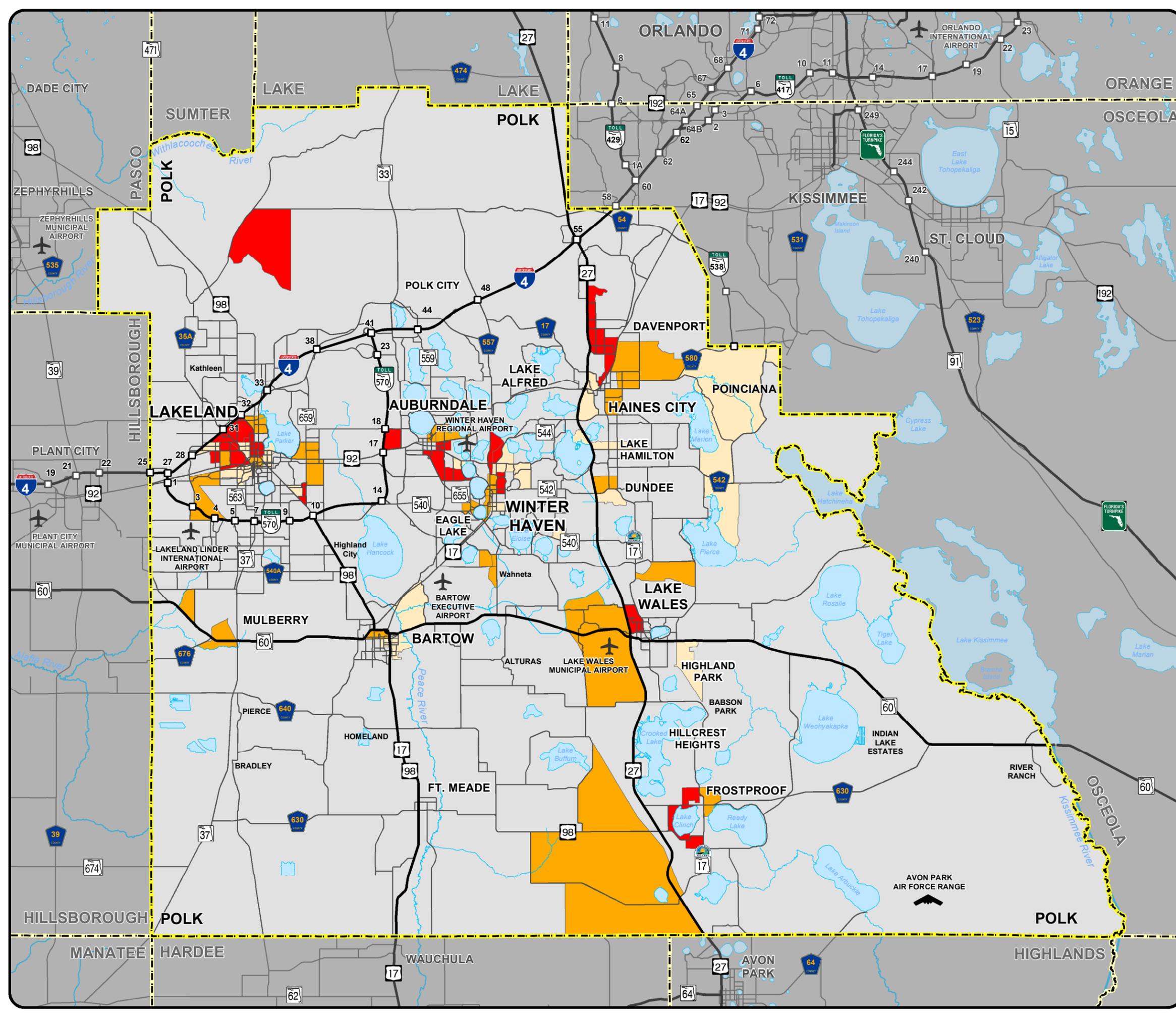
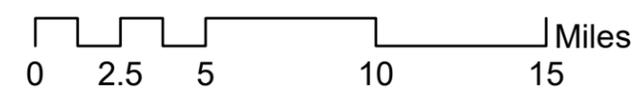
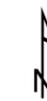
## Legend

- Non-White Population 175% Above Poverty Level <sup>1</sup>
- Population 175% Above Poverty Level <sup>2</sup>
- Non-White Population 175% Above Average <sup>3</sup>

	County Average	175% Above County Average
Population Above Poverty Level	18.94%	33.14%
Population Non-White	22.16%	38.77%

1. Shows the combination of data from #2 and #3.
2. Block Groups with a Population 175% Above the County Average Living Below the Poverty Level. (County Average Living Below Poverty Level: 18.94%) (175% Above the County Average Living Below the Poverty Level: 33.14%)
3. Block Groups with a Population 175% Above the County Average's Non-White Population (County Average: 22.16%) (175% Above the County Average's Non-White Population: 38.77%)

Data provided by the United States Census American Community Survey 5-Year Estimate 2013-2017. Boundaries follow Census Block Group boundaries.



# Bicycle/Pedestrian Needs

## Legend

### Bicycle and Pedestrian Needs

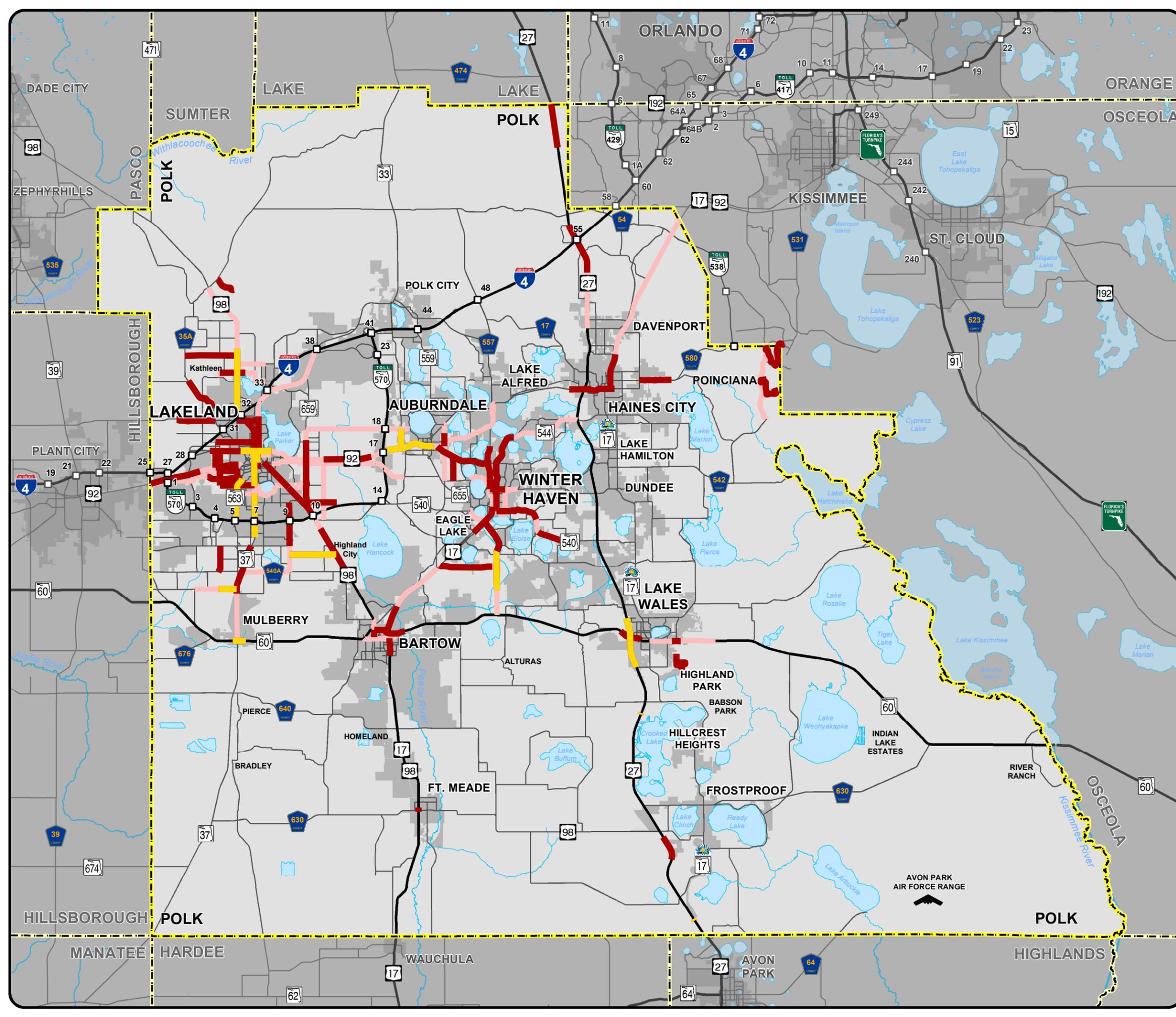
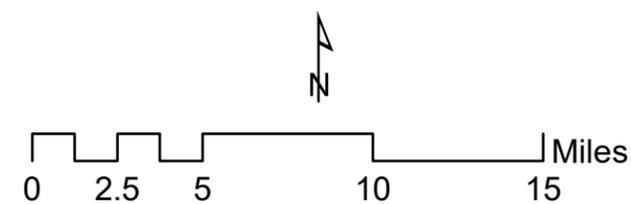
- Top 10 Bike/Ped Priority Corridor<sup>1</sup>
- High Crash Corridor<sup>2</sup>
- Other Priority Corridors

### Other Map Features

- Other Roads
- City Limits

### Map Notes

1. The TPO's Bicycle and Pedestrian Safety Action Plans (2020) are the source for these corridors.
2. The TPO's Bicycle and Pedestrian Safety Action Plans (2020) and Complete Street Action Plans (2016) are the source for these corridors.



# Multi-Use Trail Needs

## Legend

### Multi-Use Trail Status

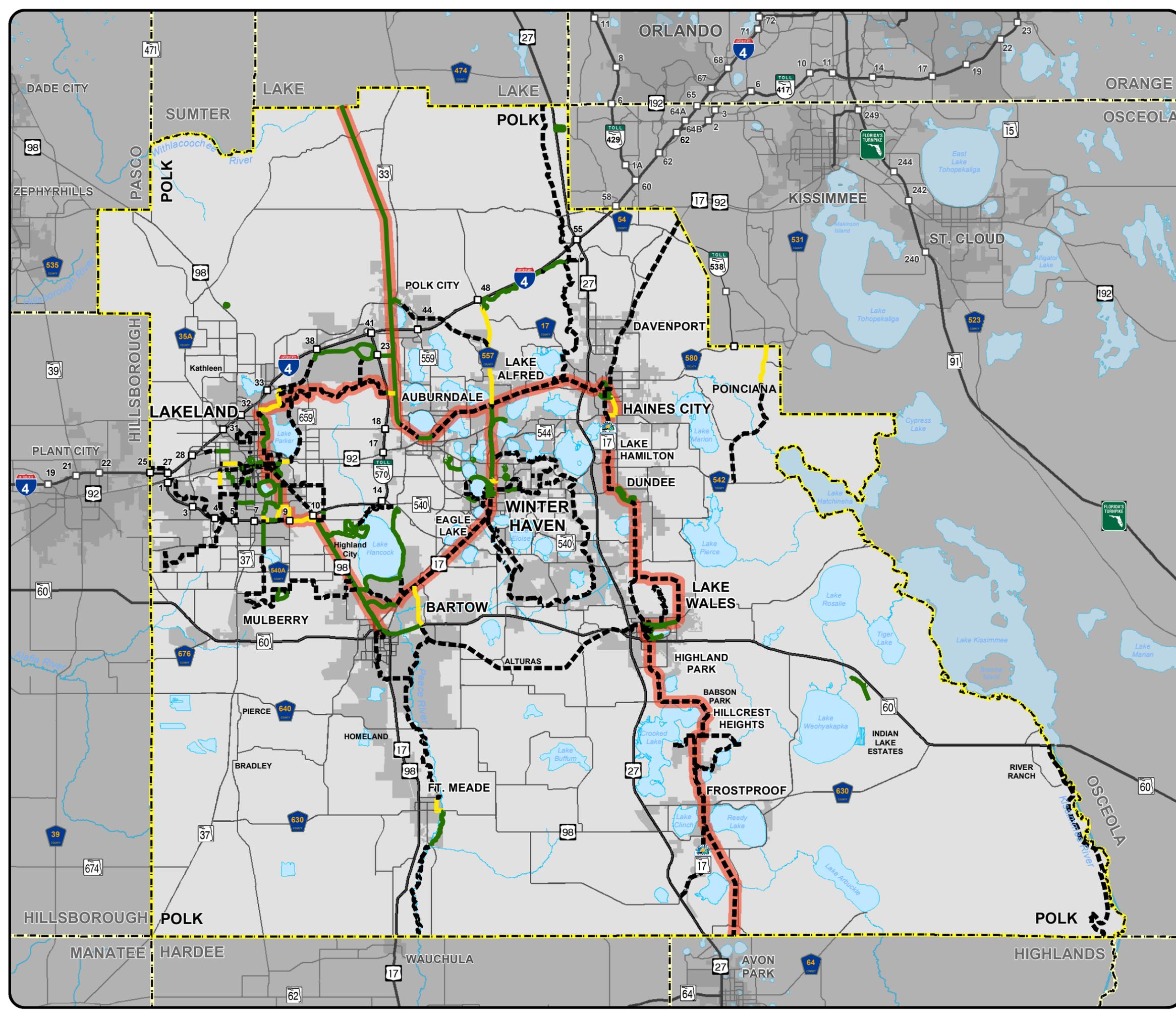
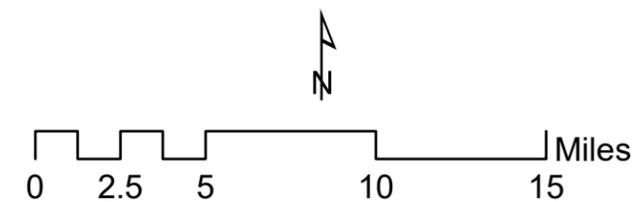
- Existing Multi-Use Trail (116.10 Mi.)
- Multi-Use Trail - (22.77 mi.) Under Construction/Committed
- Proposed Multi-Use Trail (318.06 mi.)

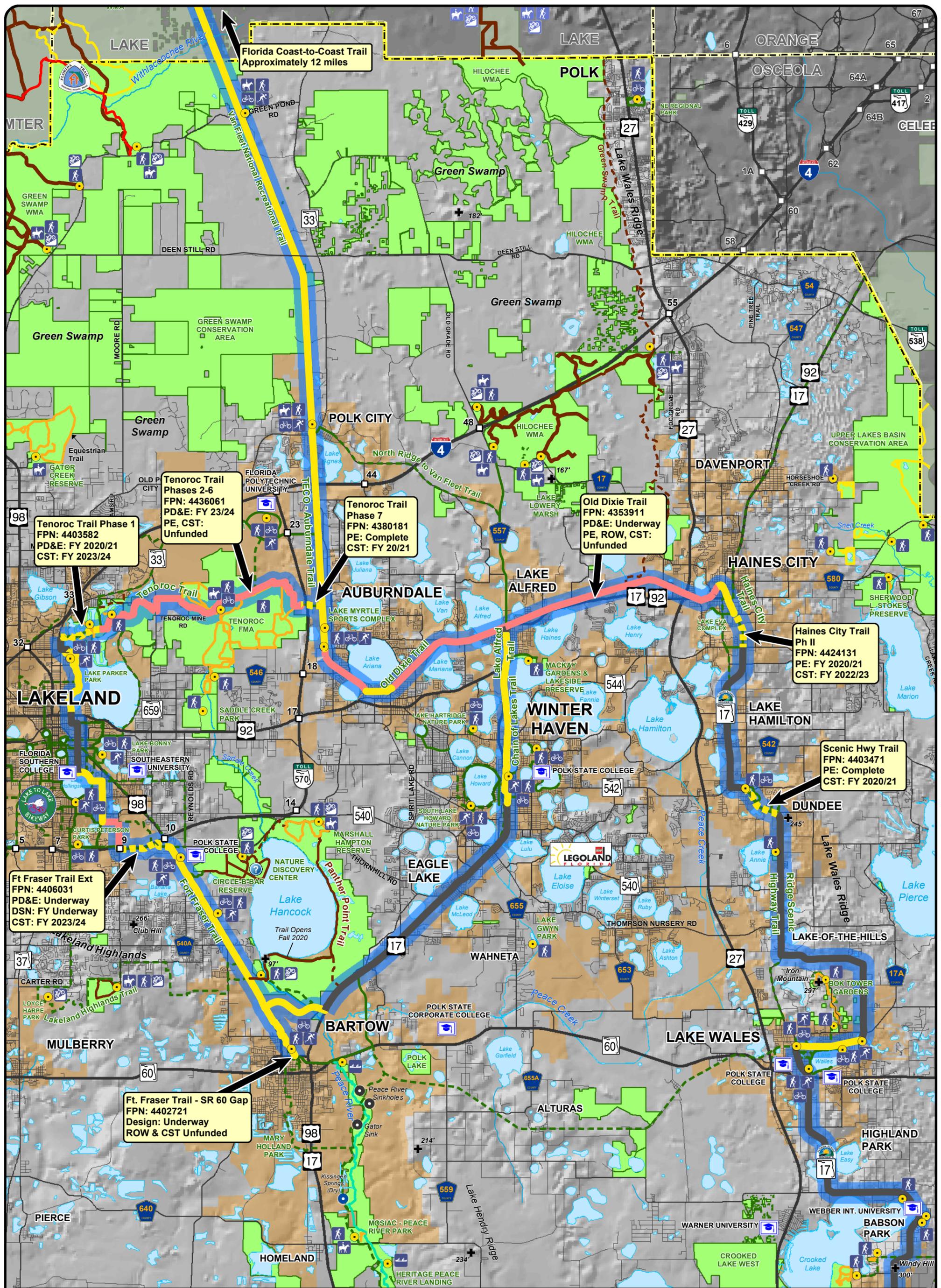
### Regional Multi-Use Trail Network

- Florida SUN Trail Network (119.56 Mi.)

### Other Map Features

- City Limits





### Map Legend

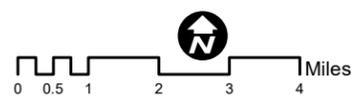
## SUN Trail Status Polk County

#### SUN Trail Status (Polk County)

- █ Existing Trail (42.25 miles)
- █ Funded for Construction (6.30 miles)
- █ Partially Funded/PD&E (23.03 miles)
- █ Trail Gap - Planned/Not Funded (47.54 miles)
- █ SUNTrail Network (119.13 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



August 26, 2020

# Federal Aid Eligibility Map

# POLK COUNTY - FLORIDA -

October 3, 2022

**Federal Aid Eligible**

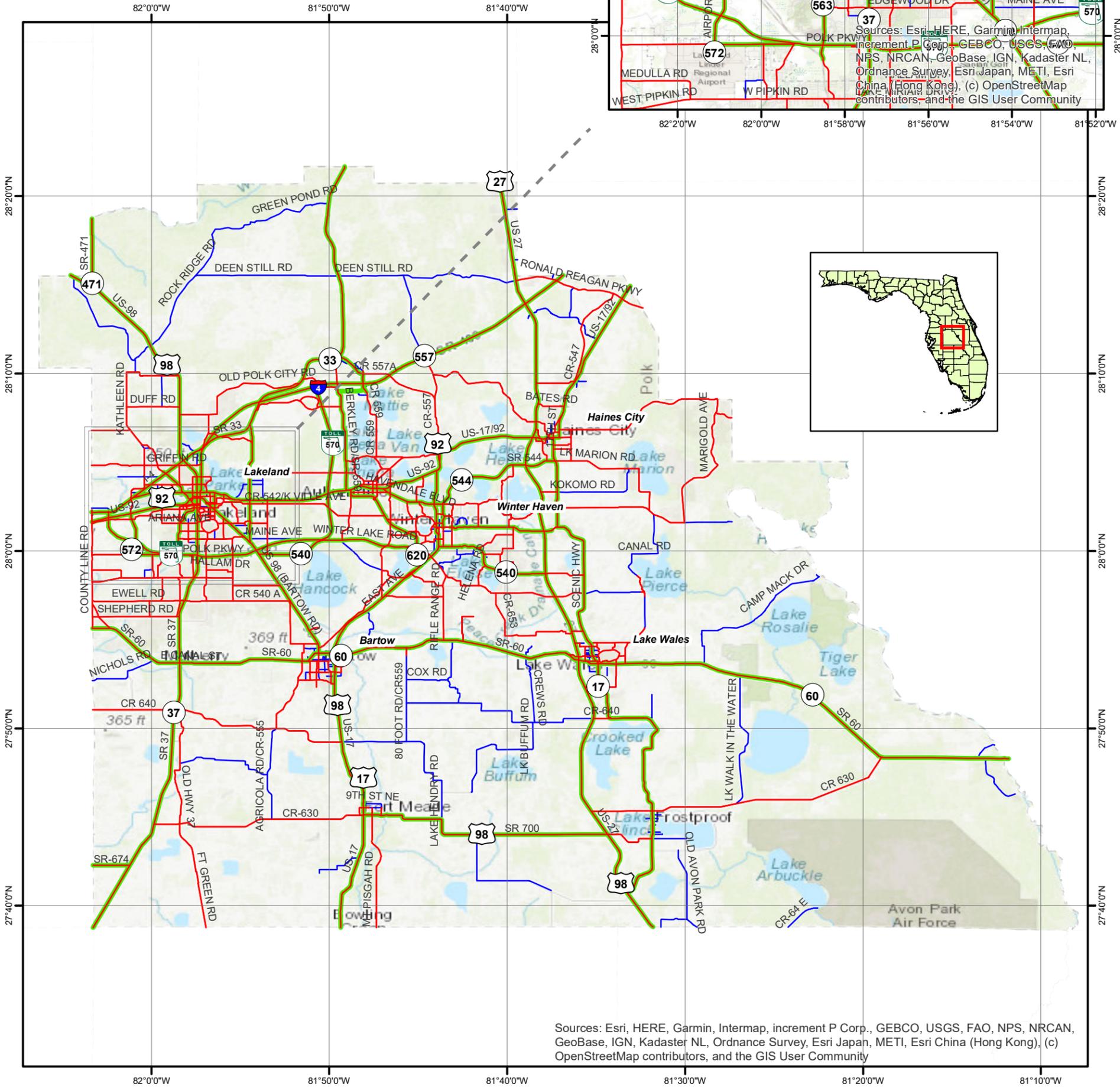
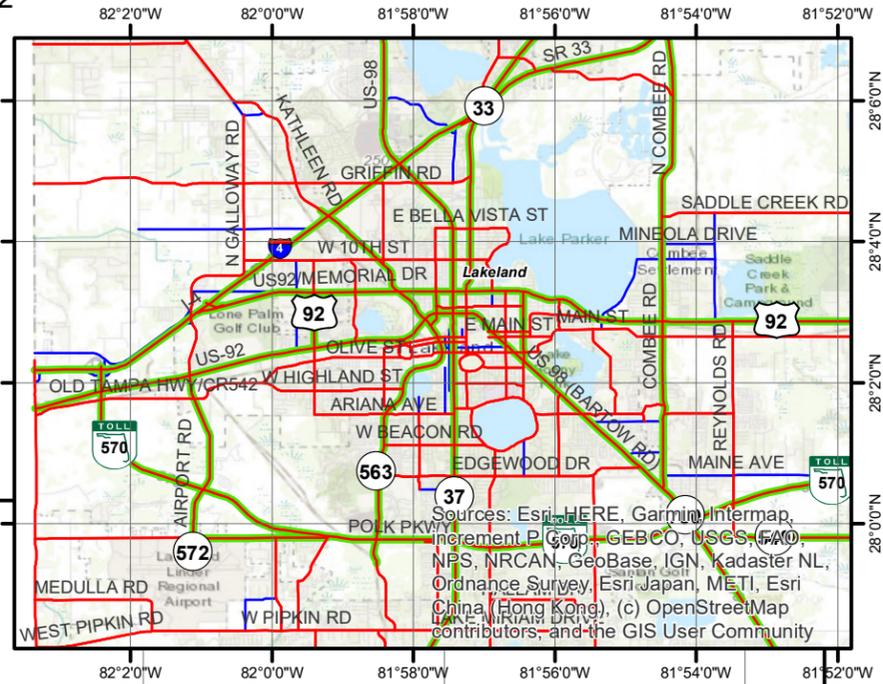
- On State Highway System
- Not on State Highway System

**Not Federal Aid Eligible**

- Eligible for FEMA compensation

Interstate  
 State Hwy  
 US Hwy  
 Toll Road  
 Turnpike

0 2.5 5 10 15 Miles



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Any public road NOT shown as Federal Aid Eligible, whether on this map or not, is eligible for FEMA (Federal Emergency Management Agency) funds.



**FLORIDA DEPARTMENT OF TRANSPORTATION**  
Transportation Data & Analytics