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North Central Florida Regional Planning Council

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 29, 2021

TO: Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director STK

SUBJECT: Meeting Announcement and Agenda

On October 6, 2021, the Technical Advisory Committee will meet at 2:00 p.m. in the **Gainesville Regional Utilities General Purpose Meeting Room, 301 SE 4th Avenue.** Also, on October 6, 2021 the Citizens Advisory Committee will meet at 7:00 p.m. in the **Grace Knight Conference Room, Alachua County Administration Building 12 SE 1st Street.** Times shown on this agenda are for the Citizens Advisory Committee meeting.

			STAFF RECOMMENDATION
7:00 p.m.	**I.**	**Introductions (if needed)***	
Page #1 7:05 p.m.	**II.**	**Approval of Meeting Agenda**	**APPROVE AGENDA**
Page #3 7:10 p.m.	**III.**	**Approval of Committee Minutes**	**APPROVE MINUTES**
Page #11 7:15 p.m.	**IV.**	**Transportation improvement Program Amendments -**	**APPROVE STAFF RECOMMENDATION**
		The Florida Department of Transportation will be requesting several amendments to the Metropolitan Transportation Planning Organization Transportation Improvement Program.	
Page #13 7:20 p.m.	**V.**	**Unified Planning Work Program Amendment/ Section 5305(d) Grant Application**	**APPROVE STAFF RECOMMENDATION**
		The Metropolitan Transportation Planning Organization needs to submit an application for the actual grant award and amend its Unified Planning Work Program.	
Page #15 7:25 p.m.	**VI.**	**Florida Department of Transportation Tentative Five-Year Work Program 2022-23 to 2026-27**	**APPROVE STAFF RECOMMENDATION**
		The Florida Department of Transportation has indicated that it will be submitting its Tentative Work Program for review and comment.	

Page #17 **7:30 p.m.**	**VII.**	**Safety Performance Measures and Targets**	**APPROVE STAFF RECOMMENDATION**

The Metropolitan Transportation Planning Organization needs to set transit safety performance measures and targets.

Page #19 **7:35 p.m.**	**VIII.**	**Strategic Intermodal System Policy Plan Virtual Room Announcement**	**APPROVE STAFF RECOMMENDATION**

The Florida Department of Transportation announced its website for receiving public comment on its Strategic Intermodal System Policy Plan.

Page #35 **7:40 p.m.**	**IX.**	**Transportation Alternatives Program/Safe Routes to School/ Shared-Use Nonmotorized Trail Applications**	**APPROVE STAFF RECOMMENDATION**

The Florida Department of Transportation will be notifying agencies concerning the Transportation Alternatives Program/Safe Routes to School/Shared-Use Nonmotorized Trail grant application cycles.

Page #125 **7:45 p.m.** **CAC Only**	**X.**	**Kermit Sigmon Citizen Participation Award - 2020**	**SELECT RECIPIENT**

Each year, the Citizens Advisory Committee selects a recipient for this award.

Page #127 **7:50 p.m.** **CAC Only**	**XI.**	**Kermit Sigmon Citizen Participation Award - 2021**	**SELECT RECIPIENT**

Each year, the Citizens Advisory Committee selects a recipient for this award.

Page #129 **7:55 p.m.**	**XII.**	**State Road 121(NW 34th Street) Midblock Crossing at Loblolly Park Entrance - Status Report**	**FOR INFORMATION ONLY**

The Florida Department of Transportation has referred a staff query on the feasibility of a midblock crossing to its traffic operations office.

Page #133 **8:00 p.m.**	**XIII.**	**Florida Department of Transportation Statewide Mobility Week**	**FOR INFORMATION ONLY**

The Florida Department of Transportation announced its annual Statewide Mobility Week.

XIV. Information Items

The following materials are for your information only and are not scheduled to be discussed unless otherwise requested.

Page #139 A. Advisory Committee Attendance Records
Page #141 B. Meeting Calendar- 2021

*No handout included with the enclosed agenda item.

MINUTES

GAINESVILLE URBANIZED AREA TRANSPORTATION STUDY
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE

Gainesville Regional Utilities Administration Building
301 SE 4th Avenue
Gainesville, Florida

June 2, 2021
2:00 p.m.

MEMBERS PRESENT IN PERSON	MEMBERS ABSENT	OTHERS PRESENT	STAFF PRESENT IN PERSON
Dekova Batey Linda Dixon Chris Dawson, Chair Deborah Leistner Jason Simmons Thomas Strom	Aaron Carver Ronald Fuller Yaima Droese	None	Michael Escalante
			STAFF PRESENT VIA TELEPHONE
			Scott Koons

MEMBER PRESENT VIA TELEPHONE

Mari Schwabacher

CALL TO ORDER

Chair Chris Dawson, Alachua County Transportation Planning Manager, called the meeting to order at 2:32 p.m.

I. INTRODUCTIONS

Chair Dawson announced himself and other members in attendance.

II. APPROVAL OF THE MEETING AGENDA

Chair Dawson asked for approval of the agenda.

MOTION: Deborah Leistner moved to approve the meeting agenda. Linda Dixon seconded; motion passed unanimously.

III. APPROVAL OF COMMITTEE MINUTES

Chair Dawson stated that the April 7, 2021 minutes were ready for consideration for approval by the Technical Advisory Committee.

MOTION: Dekova Batey moved to approve the April 7, 2021 Technical Advisory Committee minutes. Thomas Strom seconded; motion passed unanimously.

IV. COMMITTEE ELECTIONS

Chair Dawson stated that it was time to select a Chair and Vice-Chair.

Michael Escalante, Senior Planner, noted that currently Chris Dawson is the Chair and Erik Lewis was the Vice-Chair. He noted that this was deferred from the previous meeting.

MOTION: Deborah Leistner moved to elect Chris Dawson as Chair and Deborah Leistner as Vice-Chair. Linda Dixon seconded; motion passed unanimously.

V. UNIFIED PLANNING WORK PROGRAM ADMINISTRATIVE MODIFICATION

Mr. Escalante stated that the Florida Department of Transportation requested an administrative modification to the Metropolitan Transportation Planning Organization Unified Planning Work Program to include an update of its website.

MOTION: Deborah Leistner moved to recommend that the Metropolitan Transportation Planning Organization approve the Fiscal Year 2020-21 and 2021-22 Unified Planning Work Program administrative modification to add a website update to Task 1.0. Jason Simmons seconded; motion passed unanimously.

VI. TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-22 TO 2025-26

Mr. Escalante stated that the Transportation Improvement Program is the most important document that is approved annually by the Metropolitan Transportation Planning Organization. He said that the Transportation Improvement Program is a staged implementation program of transportation projects to the maximum extent feasible consistent with adopted comprehensive plans of Alachua County and the City of Gainesville. He added that, in order for federal and state transportation funds to be spent in the Gainesville Metropolitan Area, they must be approved by the Metropolitan Transportation Planning Organization and included in the Transportation Improvement Program. He discussed the Transportation Improvement Program and answered questions.

Deborah Leistner, Gainesville Transportation Planning Manager, asked the Florida Department of Transportation for scoping information for the resurfacing projects in the draft Transportation Improvement Program.

Mari Schwabacher, Florida Department of Transportation Liaison, stated she would provide the scoping information for the resurfacing projects in the draft Transportation Improvement Program.

MOTION: Linda Dixon moved to recommend that the Metropolitan Transportation Planning Organization:

1. **Approve the Transportation Improvement Program for Fiscal Years 2021-22 to 2025-26 revised as follows:**

   - **Table 7 - describe the NW 42nd Avenue sidewalk project [4411601] termini as from NW 13th Street (US Highway 331) to NW 6th Street (State Road 20);**
   - **Table 11 - expand scope of the SW 13th Street (US Highway 441) at Archer Road (State Road 24) intersection project to include reconstruction; and**
   - **Table F-1 - delete the Hull Road at Mowry Road roundabout project and update campus road names; and**

2. **Request that the Florida Department of Transportation provide scoping information for the resurfacing projects.**

Deborah Leistner seconded; motion passed unanimously.

VII. LIST OF PRIORITY PROJECTS FOR FISCAL YEARS 2022-23 TO 2026-27

Mr. Escalante stated that, each year, the Metropolitan Transportation Planning Organization develops priorities for unfunded projects. He said that these priorities are used by the Florida Department of Transportation to develop its Tentative Work Program. He added that the draft List of Priority Projects includes projects from the recently adopted Year 2045 Long Range Transportation Plan and from local agency recommendations, including the Transit Development Plan. He discussed the draft List of Priority Projects and answered questions.

Several members discussed Table 1 priorities.

Chair Dawson noted that both Alachua County and the City of Gainesville have equity officers. He discussed project equity.

Several members discussed the prioritization structure and how projects get funded by the Florida Department of Transportation.

Several members discussed incorporating Table D-3 projects into Table 1.

Ms. Leistner updated the status of the NW 39th Avenue at NW 28th Drive bus stops.

Dekova Batey, Bicycle/Pedestrian Advisory Committee Coordinator, discussed crash data and bicycle and pedestrian safety concerns.

Chair Dawson discussed the need to include a public involvement and equity section in the List of Priority Projects.

MOTION: Linda Dixon moved to recommend that the Deborah Leistner approve the Fiscal Years 2022-23 to 2026-27 List of Priority Projects revised to:

1. **Delete introductory text to Tables 1 and 2;**
2. **Amend Table 1 to:**
   - **After Priority 21, insert the top four Table D-3 projects;**
   - **Add the West University Avenue (State Road 26) at NW 19th Street, NW 17th Street and NW 16th Street pedestrian crossings project;**
   - **Add a SW 13th Street (U.S. Highway 441) offstreet bike path from Museum Drive to Inner Drive; and**
   - **Add a SW 13th Street (U.S. Highway 441) offstreet bike path from Inner Drive to West University Avenue (State Road 26);**
3. **Delete Table D-3; and**
4. **Request that the Metropolitan Transportation Planning Organization and its committees work on developing equity within the Public Involvement and Service Equity sections for the Fiscal Years 2023-24 to 2027-28 List of Priority Projects.**

Dekova Batey seconded; motion passed unanimously.

VIII. PUBLIC INVOLVEMENT PLAN UPDATE

Mr. Escalante stated that the Metropolitan Transportation Planning Organization reviews the Public Involvement Plan each year. He discussed revisions to the plan and answered questions. He noted that one significant revision to the Public Involvement Plan has been added due to the continued impacts of the COVID-19 Public Health Emergency to normal operations of staffing, public noticing, public building access and public meetings.

Ms. Leistner noted that the City of Gainesville Office of Equity and Inclusion would be offering comments.

MOTION: Deborah Leistner moved to:

1. **Recommend that the Metropolitan Transportation Planning Organization approve the revised Public Involvement Plan: and**

2. **Forward review comments to the Metropolitan Transportation Planning Organization for incorporation into the document.**

Jason Simmons seconded; motion passed unanimously.

IX. KERMIT SIGMON CITIZEN PARTICIPATION AWARD - 2020
[Citizens Advisory Committee-Only Item]

X. INFORMATION ITEMS

Deborah Leistner announced that the Micromobility Launch was scheduled for June 7, 2021.

Chair Dawson announced that the next meeting is scheduled for August 18, 2021 at 2:00 p.m. in the Gainesville Regional Utilities General Purpose Meeting Room and requires an in-person quorum.

ADJOURNMENT

The meeting was adjourned at 4:05 p.m.

_____ _____

Date Chris Dawson, Chair

MINUTES

GAINESVILLE URBANIZED AREA TRANSPORTATION STUDY
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE

Grace Knight Conference Room
12 SE 1st Street
Gainesville, Florida

June 2, 2021
7:00 p.m.

MEMBERS PRESENT IN PERSON	MEMBERS ABSENT	OTHERS PRESENT	STAFF PRESENT IN PERSON
Nelle Bullock	Thomas Bolduc		Michael Escalante
Dean Covey	Craig Brashier		
Jan Frentzen	Mary Ann DeMatas		STAFF PRESENT VIA TELEPHONE
Jean LeMire	Ruth Steiner, Chair		
Gilbert Levy	Joshua Williams		Scott Koons
Chris Towne			

CALL TO ORDER

Michael Escalante, Senior Planner, called the meeting to order at 7:21 p.m. He noted that the Chair was absent and that it was necessary to select an Acting Chair.

By consensus, the Committee agreed to have Gilbert Levy serve as Acting Chair for the meeting.

I. INTRODUCTIONS

Acting Chair Levy introduced herself and asked member to introduce themselves.

Mr. Escalante noted that Dean Covey was a new member.

II. APPROVAL OF THE MEETING AGENDA

Acting Chair Levy asked for approval of the agenda.

MOTION: Jean LeMire moved to approve the meeting agenda. Dean Covey seconded; motion passed unanimously.

III. APPROVAL OF COMMITTEE MINUTES

Acting Chair Levy asked for approval of the April 7, 2021 Citizens Advisory Committee meeting minutes.

MOTION: Chris Towne moved to approve the April 7, 2021 Citizens Advisory Committee minutes. Jean LeMire seconded; motion passed unanimously.

IV. COMMITTEE ELECTIONS
[Technical Advisory Committee-Only Item]

V. UNIFIED PLANNING WORK PROGRAM ADMINISTRATIVE MODIFICATION

Mr. Escalante stated that the Florida Department of transportation requested an administrative modification to the Metropolitan Transportation Planning Organization Unified Planning Work Program to include an update of its website. He discussed the modification and answered questions.

MOTION: Chris Towne moved to recommend that the Metropolitan Transportation Planning Organization approve the Fiscal Year 2020-21 and 2021-22 Unified Planning Work Program administrative modification to add a website update to Task 1.0. Nelle Bullock seconded; motion passed unanimously.

VI. TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-22 TO 2025-26

Mr. Escalante stated that the Transportation Improvement Program is the most important document that is approved annually by the Metropolitan Transportation Planning Organization. He said that the Transportation Improvement Program is a staged implementation program of transportation projects to the maximum extent feasible consistent with adopted comprehensive plans of Alachua County and the City of Gainesville. He added that, in order for federal and state transportation funds to be spent in the Gainesville Metropolitan Area, they must be approved by the Metropolitan Transportation Planning Organization and included in the Transportation Improvement Program. He discussed the Transportation Improvement Program and answered questions.

MOTION: Jean LeMire moved to recommend that the Metropolitan Transportation Planning Organization approve the Transportation Improvement Program for Fiscal Years 2021-22 to 2025-26 revised as follows:

- **Table 7 - describe the NW 42nd Avenue sidewalk project [4411601] termini as from NW 13th Street (US Highway 331) to NW 6th Street (State Road 20);**
- **Table 11 - expand scope of the SW 13th Street (US Highway 441) at Archer Road (State Road 24) intersection project to include reconstruction; and**
- **Table F-1 - delete the Hull Road at Mowry Road roundabout project and update campus road names.**

Dean Covey seconded; motion passed unanimously.

VII. LIST OF PRIORITY PROJECTS FOR FISCAL YEARS 2022-23 TO 2026-27

Mr. Escalante stated that, each year, the Metropolitan Transportation Planning Organization develops priorities for unfunded projects. He said that these priorities are used by the Florida Department of Transportation to develop its Tentative Work Program. He added that the draft List of Priority Projects includes projects from the recently adopted Year 2045 Long Range Transportation Plan and from local agency recommendations, including the Transit Development Plan. He discussed the draft List of Priority Projects and Technical Advisory Committee Table 1 recommendations handout and answered questions.

MOTION: Dean Covey moved to recommend that the Metropolitan Transportation Planning Organization approve the Fiscal Years 2022-23 to 2026-27 List of Priority Projects as revised to:

1. **Delete introductory text to Tables 1 and 2;**

2. **Amend Table 1 to:**

   - **After Priority 21, insert the top four Table D-3 projects;**
   - **Add the West University Avenue (State Road 26) at NW 19th Street, NW 17th Street and NW 16th Street pedestrian crossings project;**
   - **Add a SW 13th Street (U.S. Highway 441) offstreet bike path from Museum Drive to Inner Drive; and**
   - **Add a SW 13th Street (U.S. Highway 441) offstreet bike path from Inner Drive to West University Avenue (State Road 26); and**

3. **Delete Table D-3;**

Nelle Bullock seconded; motion passed unanimously.

VIII. PUBLIC INVOLVEMENT PLAN UPDATE

Mr. Escalante stated that the Metropolitan Transportation Planning Organization reviews the Public Involvement Plan each year. He discussed revisions to the plan and answered questions. He noted that one significant revision to the Public Involvement Plan has been added due to the continued impacts of the COVID-19 Public Health Emergency to normal operations of staffing, public noticing, public building access and public meetings.

MOTION: Jean LeMire moved to recommend that the Metropolitan Transportation Planning Organization approve the revised Public Involvement Plan. Nelle Bullock seconded; motion passed unanimously.

A member discussed the Citizens Advisory Committee role as an advisory committee to the Alachua County Board of County Commissioners and the City of Gainesville City Commission on transportation planning issues.

MOTION: Jan Frentzen moved to request that the Metropolitan Transportation Planning Organization advise the Alachua County Board of County Commissioners and the City of Gainesville City Commission that as in the past, the Citizens Advisory Committee is willing to act again as their citizens advisory committee on matters concerning local transportation issues. Dean Covey seconded; motion passed unanimously.

VIII. KERMIT SIGMON CITIZEN PARTICIPATION AWARD - 2020

Mr. Escalante stated that it was time to select a recipient for the Dr. Kermit Sigmon Citizen Participation Award. He said that Penelope Wheat was the recipient for 2019. He noted that this item was deferred from the previous meeting

It was a consensus of the Citizens Advisory Committee to continue the deferral of the selection of the 2020 Dr. Kermit Sigmon Citizen Participation Award to its next meeting.

IX. INFORMATION ITEMS

There was no discussion of the information items.

ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

_____ _____

Date Ruth Steiner, Chair

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September 29, 2021

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Transportation Improvement Program Amendments

STAFF RECOMMENDATION

Amend the Transportation Improvement Program to address the Florida Department of Transportation-requested revisions.

Please note that at the time of posting the meeting packet on the website, the Florida Department of Transportation had not yet provided the Transportation Improvement Program amendment materials.

BACKGROUND

The Metropolitan Transportation Planning Organization has been notified by the Florida Department of Transportation that it will be requesting amendments to the Fiscal Years 2021-22 to 2025-26 Transportation Improvement Program to be made at the October 25, 2021 Metropolitan Transportation Planning Organization meeting. It is anticipated that the Florida Department of Transportation will provide the Transportation Improvement Program amendment materials prior to, or at, the advisory committee meetings.

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Unified Planning Work Program Amendment

STAFF RECOMMENDATION

Recommend approval of Resolution No. 2021-07 to authorize submission of a Federal Transit Administration Section 5305(d) Grant Application for Fiscal Year 2021-22 funding; and Resolution No. 2021-08 to amend the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program. for the Federal Transit Administration Section 5305(d) Grant award for Fiscal Year 2021-22 (Exhibit 2), with the understanding that additional administrative revisions requested by state and federal review agencies will be made as necessary by staff.

BACKGROUND

At its April 26, 2021 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Unified Planning Work Program to address Florida Department of Transportation notification concerning its

- Federal Transit Administration Section 5305(d) Grant award estimate for Fiscal Year 2021-22; and
- corresponding Federal Transit Administration Section 5305(d) Grant application.

In order to receive the actual additional federal transportation planning funds for Fiscal Year 2021-22, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area needs to:

- submit a Federal Transit Administration Section 5305(d) Grant Application for Fiscal Year 2021-22 funding; and
- amend the Fiscal Years 2020-21 and 2021-22 Unified Planning Work Program for the Federal Transit Administration Section 5305(d) Grant Award for Fiscal Year 2021-22.

The Unified Planning Work Program outlines and describes planning efforts to be undertaken by participating agencies to maintain a comprehensive, cooperative and continuing transportation planning program in the Gainesville Urbanized Area.

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Florida Department of Transportation Tentative Five-Year Work Program

STAFF RECOMMENDATION

If the Fiscal Years 2022-23 to 2026-27 Tentative Five-Year Work Program is available for the advisory committee meetings, develop recommendations for the Metropolitan Transportation Planning Organization.

It is anticipated that the Florida Department of Transportation Tentative Five-Year Work Program materials will be made available prior to, or at, the advisory committee meetings.

BACKGROUND

Each year, the Florida Department of Transportation submits a Five-Year Work Program to the State Legislature. The Florida Department of Transportation Tentative Five-Year Work Program lists all of the projects scheduled to be funded with state and federal funds over the next five fiscal years (Fiscal Years 2022-23 to 2026-27). The draft Tentative Five-Year Work Program is not yet available. Below are the recommendations submitted on January 5, 2021 on behalf of the Metropolitan Transportation Planning Organization:

A. Priority 1 - U.S. Highway 441 (SW 13th Street) at State Road 24 (Archer Road) Intersection Removal of Sliplanes [this is an unfunded project from the University of Florida Campus Development Agreement project list];

B. Priority 2 - U.S. Highway 441 (SW 13th Street) at State Road 24 (Archer Road) Intersection Traffic Signal Update Project [4358911] consideration of the removal of the sliplanes in scoping and design of traffic signal update; and

C. Priority 3 - Fund projects in the adopted Year 2045 Long-Range Transportation Plan Cost Feasible Plan project list and Discretionary Projects list.

It is anticipated that Florida Department of Transportation will provide its draft Tentative Five-Year Work Program prior to, or at, the advisory committee meetings.

Action Being Requested

The Florida Department of Transportation has provided the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area an opportunity to request changes to existing or proposed projects and to receive requests for new projects to be added to, or existing projects to be deleted from, the Tentative Five-Year Work Program.

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Safety Performance Measures and Targets - 2022

STAFF RECOMMENDATION

Recommend that the Metropolitan Transportation Planning Organization set the following Transit Safety Performance Targets consistent with the Regional Transit System Targets and transmit to the Florida Department of Transportation.

Transit Safety Targets

Performance Measure	Performance Measurement		Target	
	Total	Rate [Vehicle Revenue Miles]	Nominal	Rate
Injuries	Zero	100,000	Zero	0.1
Fatalities	Zero	100,000	Zero	Zero
Safety Events	Zero	100,000	Zero	1.5
System Reliability	-	100,000	-	7

BACKGROUND

The Moving Ahead for Progress in the 21st Century Act established performance measures for evaluation of effectiveness of expenditure of federal transportation funds. The subsequent Fixing America's Surface Transportation Act continues the implementation of the performance measures federal legislation.

Staff has been coordinating with the Regional Transit System concerning transit safety performance measures and targets. In accordance with federal regulations, safety targets are set annually.

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons AICP, Executive Director SRK

SUBJECT: Strategic Intermodal System Policy Plan Virtual Room Announcement

STAFF RECOMMENDATION

Authorize the Chair to send a letter to request that the Florida Department of Transportation to consider designating parallel corridors that support the Strategic Intermodal System facilities as Strategic Intermodal System alternate facilities and therefore eligible for Strategic Intermodal System funding.

BACKGROUND

The Florida Department of Transportation has announced the availability of its Strategic Intermodal System Policy Plan Virtual Room for receiving comments. Below is the link to the website.

https://sisvirtualroom.floridatransportationplan.com/#WelcomeStation

Materials from the website include:

Exhibit 1 - Overview of the Strategic Intermodal System;
Exhibit 2 - Focus Area - Safety;
Exhibit 3 - Focus Area - Resilience;
Exhibit 4 - Focus Area - Technology and Innovation;
Exhibit 5 - Focus Area - Urban Mobility and Connectivity;
Exhibit 6 - Focus Area - Rural Mobility and Connectivity; and
Exhibit 7 - What's Next.

Previously, the Metropolitan Transportation Planning Organization has requested that the Department of Transportation use Strategic IntermodalSystem funds for projects not on the Strategic Intermodal System, but relieve congestion on the Strategic Intermodal System (see Exhibit 8).

Attachments

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EXHIBIT 1

Overview of the Strategic Intermodal System

What is the Strategic Intermodal System (SIS)?

The SIS is a statewide network of high-priority transportation facilities, including the State's largest and most significant airports, spaceports, public seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways. These facilities represent the State's primary means for moving people and freight between Florida's regions, as well as between Florida and other states and nations. Click here to see Florida's SIS system map.

Why is the SIS important?

The SIS is the state's highest priority for transportation capacity investments and a primary tool for implementing the Florida Transportation Plan (FTP), the state's long-range transportation vision and policy plan. SIS facilities are the workhorses of Florida's transportation system and account for a dominant share of the people and freight movement to, from, and within Florida.

What is the SIS Policy Plan?

The SIS Policy Plan guides the policy framework concerning planning and investment decisions for the SIS over the next five years. The SIS Policy Plan also identifies how to prioritize transportation capacity investments on these high priority transportation facilities. Click here to read the current SIS Policy Plan (2016). This policy plan aligns with the Florida Transportation Plan (FTP) Policy Element (2020) and is a primary focus of the FTP implementation.

The 2022 SIS Policy Plan update will focus on five areas:

• Safety • Resilience • Technology and Innovation • Urban Mobility and Connectivity • Rural Mobility and Connectivity

FOCUS AREA: SAFETY

COMMIT TO VISION ZERO FOR SIS FACILITIES

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

SIS Policy Questions

DESIGNATION POLICIES

- What types of facilities should be part of the SIS?
- What types of criteria should be used to identify these facilities?

NEEDS & PRIORITIZATION POLICIES

- What types of investments should be funded by statewide SIS funds?
- What factors should be considered in setting priorities?

PLANNING & COLLABORATION POLICIES

- How should FDOT work with partners to accomplish SIS objectives?

DRAFT WORKING LIST of Potential Policy Changes for SAFETY

DESIGNATION POLICIES

- *No recommended changes*

NEEDS & PRIORITIZATION POLICIES

- Increase emphasis on safety as factor for setting priorities for SIS improvements
- Increase flexibility for including safety enhancements as part of SIS capacity projects
- Address high-risk emphasis areas based on analysis of data (lane departure, commercial vehicles, intersections, modal conflicts)
- Provide safe alternatives to highways for interregional travel

PLANNING & COLLABORATION POLICIES

- Enhance coordination among state, regional, and local partners to advance safety priorities on the SIS
- Support deployment of in-vehicle and roadside safety technologies

What else do we need to do to improve safety on the SIS? Are we missing anything? What are your suggested additions/revisions?

Input Requested – Please provide your comments for safety HERE.

For more information
Florida Department of Transportation. Systems Implementation Office
(850) 414-4900 | https://www.fdot.gov/planning/systems/

FOCUS AREA: RESILIENCE

IDENTIFY AND MITIGATE VULNERABILITIES FOR THE SIS NETWORK

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

SIS Policy Questions

DESIGNATION POLICIES

- What types of facilities should be part of the SIS?
- What types of criteria should be used to identify these facilities?

NEEDS & PRIORITIZATION POLICIES

- What types of investments should be funded by statewide SIS funds?
- What factors should be considered in setting priorities?

PLANNING & COLLABORATION POLICIES

- How should FDOT work with partners to accomplish SIS objectives?

DRAFT WORKING LIST of Potential Policy Changes for RESILIENCE

DESIGNATION POLICIES

- Consider vulnerabilities in community and environment screening process; use broad definition of risk and vulnerability

NEEDS & PRIORITIZATION POLICIES

- Identify resilience strategies as part of capacity needs and projects
- Expand funding eligibility for adaptation or retrofit of existing infrastructure
- Expand definition of capacity to include increasing redundancy or providing alternatives to vulnerable infrastructure, using a systemwide approach

PLANNING & COLLABORATION POLICIES

- Expand collaboration with MPOs, RPCs, water management districts, local governments, regional resilience collaboratives, and industry on resilience strategies
- Strengthen coordination with other state agencies to leverage program funding (DEO, DEM, DEP)

What else do we need to do to improve resilience on the SIS? Are we missing anything? What are your suggested additions/revisions?

Input Requested – Please provide your comments for resilience HERE.

FOCUS AREA: TECHNOLOGY & INNOVATION

LEVERAGE INNOVATION AND TECHNOLOGY TO IMPROVE PERFORMANCE OF THE SIS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

SIS Policy Questions

DESIGNATION POLICIES

- What types of facilities should be part of the SIS?
- What types of criteria should be used to identify these facilities?

NEEDS & PRIORITIZATION POLICIES

- What types of investments should be funded by statewide SIS funds?
- What factors should be considered in setting priorities?

PLANNING & COLLABORATION POLICIES

- How should FDOT work with partners to accomplish SIS objectives?

DRAFT WORKING LIST of Potential Policy Changes for TECHNOLOGY & INNOVATION

DESIGNATION POLICIES

- *No recommended changes*

NEEDS & PRIORITIZATION POLICIES

- Redefine SIS capacity projects to include technology solutions for improving efficiency and reliability
- Expand funding eligibility for technology infrastructure (smart signals, locational reference markers) and associated right-of-way, property, curb, and other asset management
- Provide more flexibility for emerging mobility solutions such as "quick response" initiatives

PLANNING & COLLABORATION POLICIES

- Expand partnerships with technology providers, manufacturers, R&D institutions, and smart city/region initiatives

What else do we need to do to improve technology & innovation on the SIS? Are we missing anything? What are your suggested additions/revisions?

Input Requested – Please provide your comments for technology HERE.

FOCUS AREA: URBAN MOBILITY & CONNECTIVITY

IMPROVE INTERREGIONAL AND REGIONAL TRAVEL IN URBAN AREAS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

SIS Policy Questions

DESIGNATION POLICIES

- What types of facilities should be part of the SIS?
- What types of criteria should be used to identify these facilities?

NEEDS & PRIORITIZATION POLICIES

- What types of investments should be funded by statewide SIS funds?
- What factors should be considered in setting priorities?

PLANNING & COLLABORATION POLICIES

- How should FDOT work with partners to accomplish SIS objectives?

DRAFT WORKING LIST of Potential Policy Changes for URBAN MOBILITY & CONNECTIVITY

DESIGNATION POLICIES

- Clarify definition of interregional for designation purposes

NEEDS & PRIORITIZATION POLICIES

- Redefine capacity projects to include mobility and reliability improvements
- Provide flexibility for emerging mobility solutions involving new technology or business models
- Balance interregional and regional/local needs; expand multimodal travel options both within and between regions
- Provide flexibility for use of SIS funds off-SIS to improve performance of the SIS (transit, parallel arterials)

PLANNING & COLLABORATION POLICIES

- Strengthen collaboration w/ MPOs and local governments on solutions to support end-to-end trips
- Work with MPOs, local governments, & other partners to develop, & implement multimodal corridor plans that provide integrated solutions for short-and long-term needs involving both SIS and non-SIS investments
- Improve coordination between SIS investments & local land use decisions through integrated planning & coordinated timelines
- Work with MPOs to segment larger highway or transit corridor projects to facilitate funding & accomplish both statewide and regional priorities
- Work with transit providers to better leverage available state, federal, and local sources to advance transit projects on SIS facilities or in support of the SIS

What else do we need to do to improve urban mobility and connectivity on the SIS? Are we missing anything? What are your suggested additions/revisions?

Input Requested – Please provide your comments for urban mobility & connectivity HERE.

For more information
Florida Department of Transportation, Systems Implementation Office
(850) 414-4900 | https://www.fdot.gov/planning/systems/

FOCUS AREA: RURAL MOBILITY & CONNECTIVITY

IMPROVE INTERREGIONAL AND REGIONAL TRAVEL IN RURAL AREAS

Within the five focus areas, the SIS Policy Plan will identify three sets of SIS-related policies: *designation*, *needs & prioritization*, and *planning & collaboration*. The following questions will be used to consider where changes or updates might occur.

SIS Policy Questions

DESIGNATION POLICIES

- What types of facilities should be part of the SIS?
- What types of criteria should be used to identify these facilities?

NEEDS & PRIORITIZATION POLICIES

- What types of investments should be funded by statewide SIS funds?
- What factors should be considered in setting priorities?

PLANNING & COLLABORATION POLICIES

- How should FDOT work with partners to accomplish SIS objectives?

DRAFT WORKING LIST of Potential Policy Changes for RURAL MOBILITY & CONNECTIVITY

DESIGNATION POLICIES

- Reassess SIS highway criteria to reflect statutory emphasis on controlled access facilities
- Align designation of SIS, NHS, NHFN, STRAHNET, routes of significance, and emergency evacuation corridors where feasible
- Consider community context and vision in the community and environmental process

NEEDS & PRIORITIZATION POLICIES

- Redefine capacity to include rural mobility/connectivity improvements, including smaller-scale projects such as turning or passing lanes or intersection improvements to enable rural corridors to function during major disruptions
- Expand funding eligibility for operational and technology solutions for improved connectivity (e.g., rural TSMO, broadband)
- Improve connectivity to rural activity centers

PLANNING & COLLABORATION POLICIES

- Develop and implement regional/corridor planning processes addressing both SIS and non-SIS facilities
- Improve coordination between SIS investments and local land use decisions through integrated planning and coordinated timelines
- Strengthen collaboration with local governments on how rural connectivity improvements can support economic, community and environmental goals

What else do we need to do to improve rural mobility and connectivity on the SIS? Are we missing anything? What are your suggested additions/revisions?

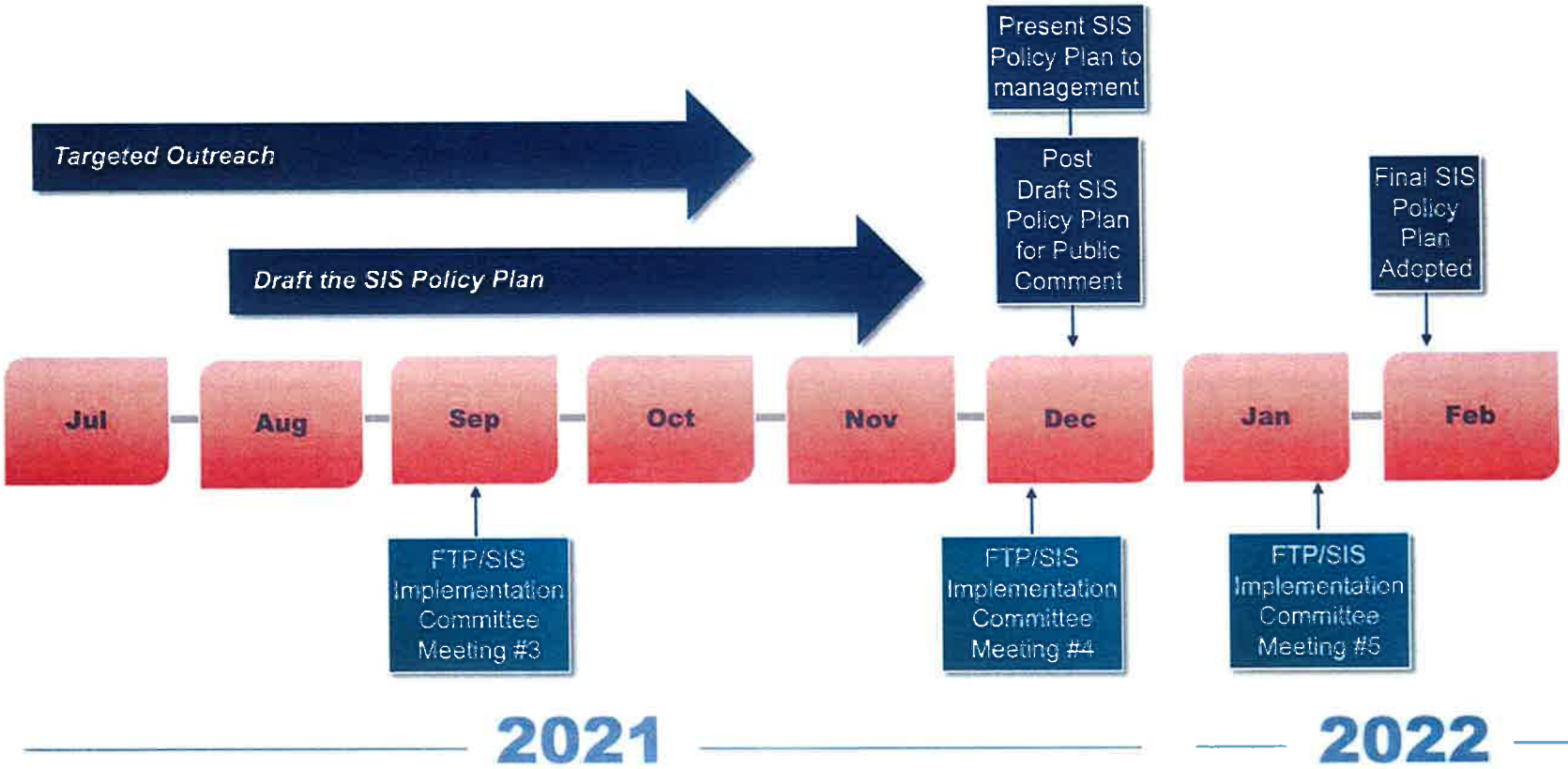
Input Requested – Please provide your comments for rural mobility & connectivity HERE.

For more information
Florida Department of Transportation, Systems Implementation Office
(850) 414-4900 | https://www.fdot.gov/planning/systems/

EXHIBIT 7

What's Next

Thank you for visiting the SIS Virtual Room.
Below is the anticipated schedule for the remainder of the update process.



North Central Florida Regional Planning Council

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons AICP, Executive Director SRK

SUBJECT: Transportation Alternatives Program/Safe Routes to School/Shared-Use Nonmotorized Trail Application Notices

STAFF RECOMMENDATION

FOR INFORMATION ONLY

Please note that at the time of posting the meeting packet on the website, the Florida Department of Transportation had not yet announced the Safe Routes to School and Transportation Alternatives Program grant application cycles.

BACKGROUND:

Once received, Metropolitan Transportation Planning Organization staff will forward notifications for Safe Routes to School, and Transportation Alternatives Program grant application cycle information to Alachua County and City of Gainesville staffs. As was done last year, staff will recommend that the Metropolitan Transportation Planning Organization authorize its Chair and submit, as necessary any Safe Routes to School and Transportation Alternatives Program grant applications forwarded by Alachua County and City of Gainesville.

The Florida Department of Transportation has informed us that:

- As it did last year, it will not be accepting any new Shared-Use Nonmotorized Trail applications; and
- Transportation Alternatives Program grant applications are to be processed through its Grant Application Process (GAP) system.

The current Transportation Improvement Program includes the following two Safe Routes to School-funded projects, two Shared-Use Nonmotorized Trail-funded projects and one Transportation Alternatives Program-funded project:

- *Archer Road bicycle/pedestrian trail from SW 75th Terrace to SW 41st Boulevard;*
- *Gainesville citywide Americans with Disability Act Sidewalk Modifications;*
- *Newberry Road bicycle/pedestrian trail from City of Newberry to Jonesville;*
- *NW 42nd Avenue sidewalk from NW 13th Street to NW 6th Street; and*
- *NW 45th Avenue sidewalk from NW 18th Street to NW 16th Street.*

Additional exhibits include:

- Exhibit 1 - Transportation Alternatives Program eligibility criteria;
- Exhibit 2 - Safe Routes to School Application Guidance;
- Exhibit 3 - List of Priority Projects Bicycle/Pedestrian Project Priorities.

Attachments

EXHIBIT 1

Florida Department of Transportation

Transportation Alternatives Set-Aside Program Guidance and Procedures

Fiscal Year 2020

Effective June 2019

FDOT

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Contents

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Important Information for Project Sponsors

- Transportation Alternatives Set-Aside (TA Set-Aside) is a federal cost reimbursement grant program-- no money is provided upfront.
- Normally, the federal share for TA Set-Aside projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Set-Aside program. Therefore, project sponsors are not required to provide the 20 percent match. For "over 200,000 population" funds, Metropolitan Planning Organizations (MPOs) within Transportation Management Areas (TMAs) may solicit a local match as part of their program guidelines.
- Projects must conform to one of the 10 categories of eligibility, as described on page 13 of this guidance.
- Effective December 2015, with the passing of the Fixing America's Surface Transportation (FAST) Act, nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. All other non-profits remain ineligible.
- FDOT requires infrastructure projects be implemented by a Local Agency Program (LAP) certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of "construction" in Title 23 of the United States Code, Section 101(a)(4). Non-profit organizations are not eligible for LAP certification. Note: In limited circumstances, planning studies and research studies would not require LAP certification.
- If the project sponsor is not LAP certified, they may partner with a LAP certified agency to serve as the implementing agency. The implementing agency must be LAP certified at the time the project is programmed. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.
- Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.
- FDOT is a decentralized agency, and each FDOT district office is responsible for administering their share of TA Set-Aside funding in compliance with the FAST Act. For district TA Set-Aside information and contacts, see Appendix A of this guidance.
- Safe Routes to School (SRTS) projects are eligible for TA Set-Aside funding but will need to comply with the Florida SRTS program requirements if FDOT SRTS program funds are to be used on any phase of the project. For more information, visit https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm.

Purpose

This Transportation Alternatives Set-Aside (TA Set-Aside) Guidance was developed by the Florida Department of Transportation (FDOT) in response to the changes resulting from the passage of the Fixing America's Surface Transportation Act. This document was developed to provide guidance for the consistent implementation of TA Set-Aside across the State and will be updated annually.

This document provides information on how FDOT administers TA Set-Aside funding, including:

- Eligible project sponsors
- Eligible project activities
- Project applications
- Project selection, and
- Other regulatory requirements

Background

Transportation Alternatives Set-Aside is a continuation of a federal transportation funding program first established as the Transportation Enhancement Program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). The Transportation Enhancement Program saw little to no changes from 1991 to 2012 as it was carried forward through two subsequent transportation funding bills: The Transportation Efficiency Act for the 21 Century (TEA-21), and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

However, the Moving Ahead for Progress in the 21st Century Act (MAP-21) signed into law in 2012 established a new program to provide for a variety of alternative transportation projects. The Transportation Alternatives Program (TAP) consolidated funding from Transportation Enhancements, Safe Routes to School, and the Recreational Trails Program (RTP), which were separately funded programs under SAFETEA-LU, into a single funding source. RTP funding was made a set-aside from the TAP funds; unless the Governor opts out, the RTP apportionment was to be set aside from the State's TAP funds specifically for RTP.

In December 2015, the Fixing America's Surface Transportation (FAST) Act was passed, eliminating MAP-21 TAP and replacing it with "a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives (TA)." The new program, referred to as the Transportation Alternatives Set-Aside or TA Set-Aside, includes all the same provisions as TAP, with one notable change: nonprofit organizations that oversee the administration of local transportation safety programs are now eligible project sponsors. In Florida, RTP is set-aside from the State's TA funds.

Transportation Alternatives Set-Aside Overview

The TA Set-Aside program provides funding for programs and projects consistent with details described under 23 U.S.C. 133(h)(3), including 1) Transportation Alternatives, 2) Recreational Trails Program, 3) Safe Routes to School Program, and 4) planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.[1]

Florida administers TA Set-Aside funds through the Florida Department of Transportation (FDOT); the Florida Department of Environmental Protection manages the Recreational Trails Program (RTP) funds. For more information on the administration of RTP funds, visit https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program. This program guidance will focus on how the remaining TA Set-Aside funds are administered by FDOT for Transportation Alternatives. Note that FDOT includes Safe Routes to School as eligible projects under Transportation Alternatives.

1 Note that Florida has opted not to use TA Set-Aside funds for planning, designing or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Transportation Alternatives Funding

Nationally, $850 million is available for eligible projects through the TA Set-Aside program in FY2020.[2] As defined in the FAST Act, each state receives the same proportionate share of these funds as they received in FY2009 through the Transportation Enhancement Program. This translates into an overall apportionment of $51,733,446 in TA Set-Aside funds for the State of Florida in FY2020, including Recreational Trails Program (RTP) funding.[3]

Funding Allocations

Per the legislation, Florida has set aside $2,602,532 for the RTP in FY2020, and the remaining $49,130,914 is allocated to Transportation Alternatives and then divided into two categories:

1. Fifty (50) percent of the funds are allocated to any area of the State ("any area").
2. Fifty (50) percent of the funds are sub-allocated to areas based on population ("by population").

The "any area" funds may be used on any project within the state, while "by population" funds must be spent in the region to which they are allocated. The "by population" sub-allocations are based on the share of the population located in the following areas of the State according to the most recent Census:

- Areas with a population of 5,000 or less;
- Areas with a population between 5,001 and 200,000;
- Areas with an urbanized area population greater than 200,000

The funding allocations are further explained below. Figure 2 provides a flowchart of Florida's distribution of FY2020 TA Set-Aside Program funds.

Statewide TA Set-Aside or "Any Area"funds - FDOT work program fund code TALT

The FAST Act allocates funding to be used statewide at the discretion of the state.

- Approximately $24.5 million has been allocated to FDOT for "any area" funds in FY 2020.
- Funding can be used anywhere in the state.
- TALT (any area) funds are apportioned to districts using a statutory formula that is based on population and fuel tax.
- The competitive application round for these funds is open to all eligible sponsors within FDOT districts, including sponsors located in urbanized areas that receive TA Set-Aside funding allocations

"By Population" funds

Areas with less than 5,000 Population - FDOT work program fund code TALN

The FAST Act allocates funding to areas with less than 5,000 population. Approximately $3 million has been allocated to FDOT for this population category in FY 2020.

Areas with greater than 5,000 but less than 200,000 Population - FDOT work program fund code TALL

The FAST Act allocates funding to areas of greater than 5,000 but less than 200,000 population. Approximately $3.3 million has been allocated to FDOT for this population category in FY 2020.

Areas with greater than 200,000 Urbanized Population - FDOT work program fund code TALU

The FAST Act allocates funding directly to urbanized areas with a population greater than 200,000, otherwise known as Transportation Management Areas (TMAs).

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2 https://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm

3 Estimate based on 2019 distribution: https://www.fhwa.dot.gov/legsregs/directives/notices/n4510832/n4510832_t2.cfm

- According to the Federal Register, Volume 77, No. 138[4], there are 15 designated TMAs in Florida: Miami, Tampa-St. Petersburg, Orlando, Jacksonville, Sarasota-Bradenton, Cape Coral, Palm Bay-Melbourne, Port St. Lucie, Palm Coast-Daytona Beach-Port Orange, Pensacola, Florida-Alabama, Kissimmee, Bonita Springs, Lakeland, Tallahassee, and Winter Haven.
- Florida has 27 Metropolitan Planning Organizations (MPOs) serving metropolitan areas with a wide range of population sizes. In Florida, MPOs are also referred to as Transportation Planning Organizations (TPO) and Transportation Planning Agencies (TPA); for the purposes of this document, they will collectively be called MPOs. Eighteen (18) of the State's 27 MPOs are represented within the State's fifteen 15 TMAs (Figure 1).
  - » Approximately $19 million in "over 200K population" funds for TMAs has been allocated to FDOT for FY2020. This amount is divided among the 15 TMAs based on population (Figure 2).
  - » Eligible entities (Project Sponsors) within TMAs submit eligible projects which are prioritized and selected through a competitive process administered by the MPOs in consultation with their FDOT district office.

FDOT is a decentralized agency, and each FDOT district office receives an apportionment of TA Set-Aside funds to administer through a competitive process in compliance with the FAST Act. The FY2020 funding apportionment by FDOT district is detailed in Table A.

Table A: Florida Transportation Alternatives Set-Aside Funding Apportionment by FDOT District, FY2020

District	Any Area Funds (FDOT Fund Code TALT)	Population < 5K (FDOT Fund Code TALN)	Population > 5K but < 200K (FDOT Fund Code TALL)	Population > 200K (FDOT Fund Code TALU)	Total
1	$3,461,501	$384,463.05	$545,541	$2,544,874	$6,936,378
2	$2,777,848	$689,377.01	$687,280	$1,391,796	$5,546,301
3	$1,824,492	$739,743.56	$608,347	$750,009	$3,922,592
4	$4,557,648	$105,532.22	$182,987	$4,432,039	$9,278,206
5	$5,180,441	$267,635.92	$819,011	$3,431,663	$9,698,750
6	$3,108,324	$52,693.40	$63,890	$3,248,608	$6,473,515
7	$3,655,204	$58,849.85	$370,744	$3,190,373	$7,275,171
FDOT Total	$24,565,457	$2,298,295	$3,277,801	$18,989,362	$49,130,914

Source: FDOT Work Program and Budget, October 30, 2018. Figures do not include Recreational Trails Program funding. Figures may vary slightly from Federal Register (Figure 2) due to rounding.

Note: Table A describes federal funding that has been allocated for FY2020 via legislation and apportioned to FDOT districts. However, FDOT operates under a 5-year work program in order to maximize production and service capabilities. Project applications submitted in FY2020 will be tied to FY2025 planning and funding. Check with your district and/or MPO for more information on amounts available for project applications.

Funding and Matching Requirements

Normally, the federal share for TA Set-Aside projects is the same as for the general Federal-aid Highway Program: 80 percent federal/20 percent state and/or local match. However, the State of Florida has elected to utilize toll credits to serve as the state and local match for the TA Set-Aside program. Therefore, project sponsors are not required to provide the 20 percent match.

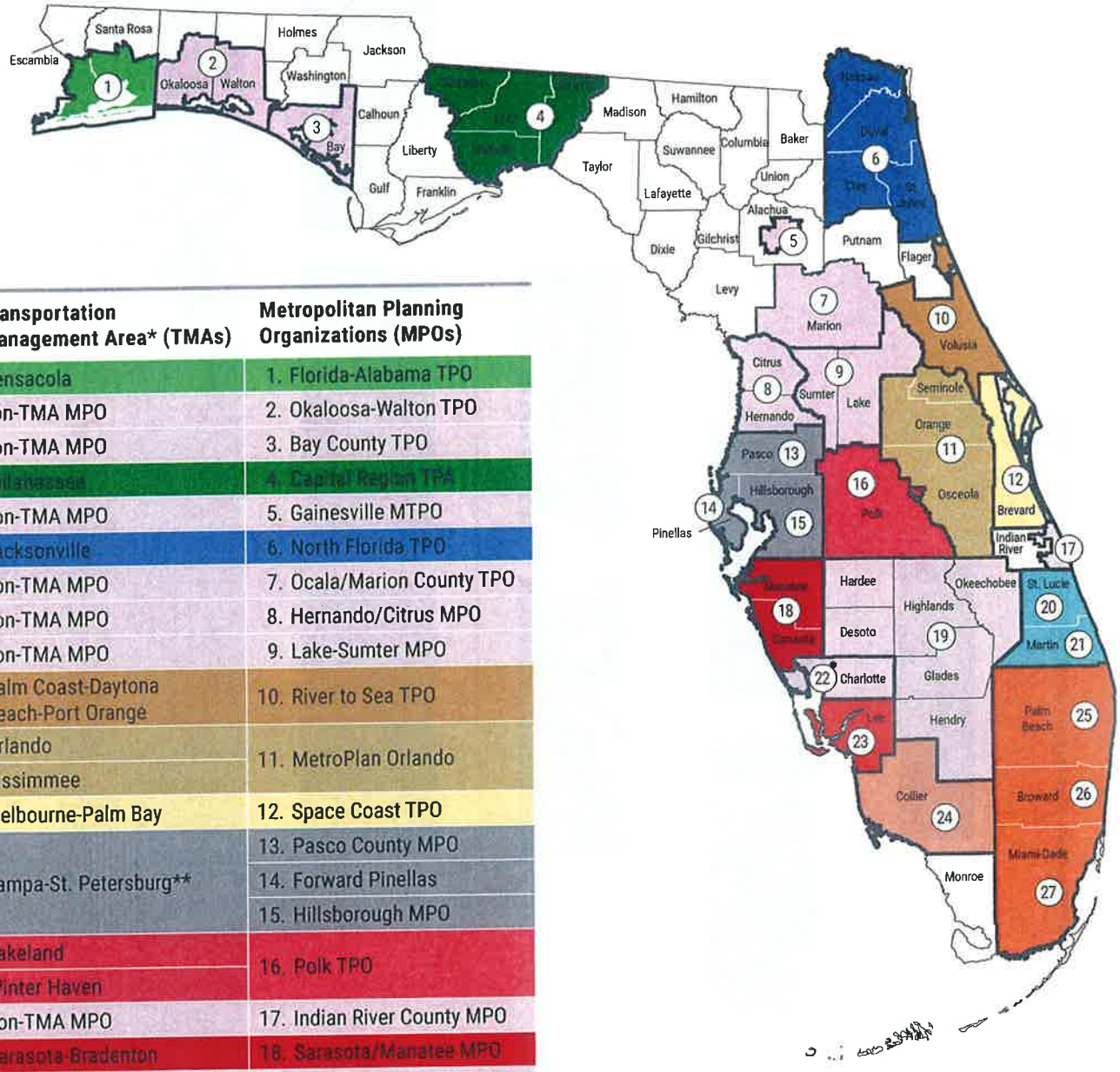
FDOT generally administers TA Set-Aside projects through the Local Agency Program (LAP). Information on the LAP can be found on FDOT's LAP webpage at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.

Cost Reimbursement of Approved Expenses

TA Set-Aside is a cost reimbursement grant program. Projects must go through multiple levels of review and approval to become eligible for reimbursement. Once the Federal Highway Administration (FHWA) has authorized a project and the project sponsor has entered into an agreement with FDOT, project costs may be incurred and ultimately reimbursed. Note that costs incurred prior to FHWA authorization and execution of the agreement are not eligible for reimbursement.

4 https://www.govinfo.gov/content/pkg/FR-2012-07-18/pdf/2012-17514.pdf

Figure 1: Map of Florida Metropolitan Planning Organizations

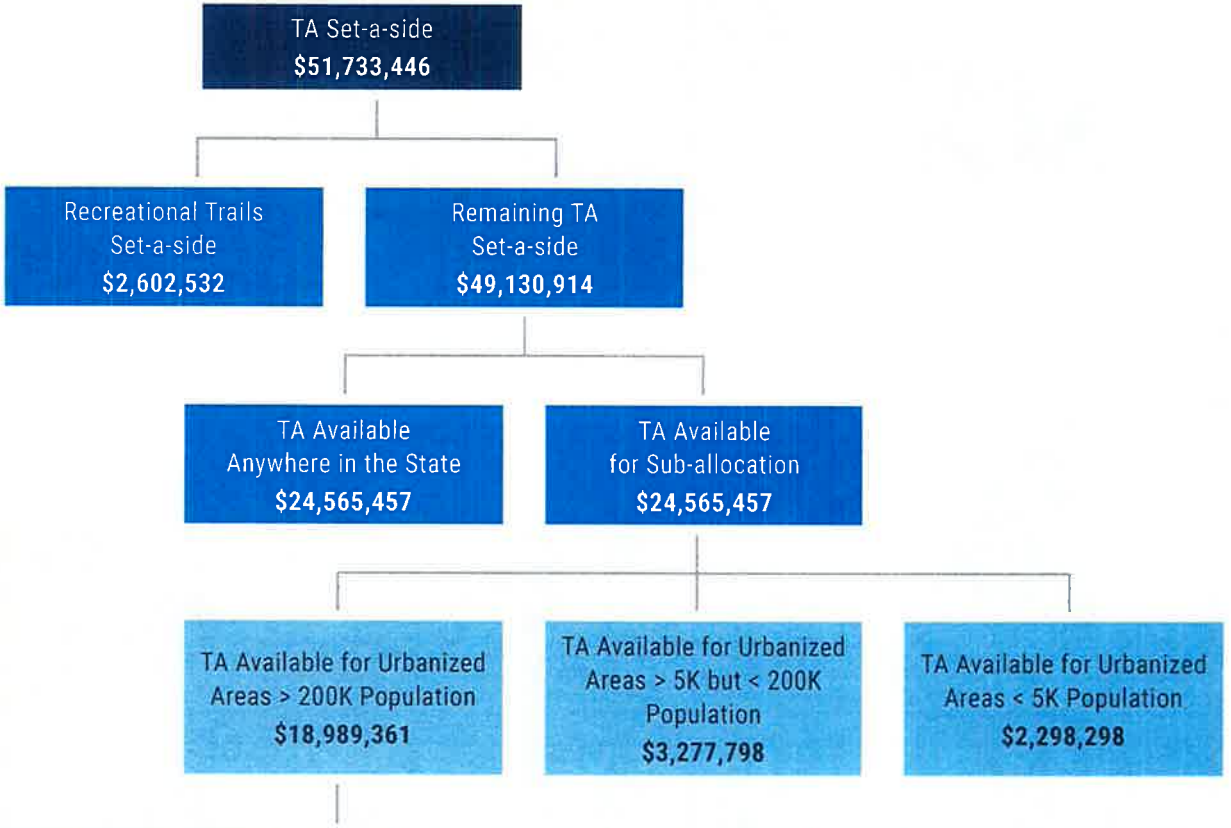


Transportation Management Area* (TMAs)	Metropolitan Planning Organizations (MPOs)
Pensacola	1. Florida-Alabama TPO
non-TMA MPO	2. Okaloosa-Walton TPO
non-TMA MPO	3. Bay County TPO
Tallahassee	4. Capital Region TPA
non-TMA MPO	5. Gainesville MTPO
Jacksonville	6. North Florida TPO
non-TMA MPO	7. Ocala/Marion County TPO
non-TMA MPO	8. Hernando/Citrus MPO
non-TMA MPO	9. Lake-Sumter MPO
Palm Coast-Daytona Beach-Port Orange	10. River to Sea TPO
Orlando Kissimmee	11. MetroPlan Orlando
Melbourne-Palm Bay	12. Space Coast TPO
Tampa-St. Petersburg**	13. Pasco County MPO
	14. Forward Pinellas
	15. Hillsborough MPO
Lakeland Winter Haven	16. Polk TPO
non-TMA MPO	17. Indian River County MPO
Sarasota-Bradenton	18. Sarasota/Manatee MPO
non-TMA MPO	19. Heartland Regional TPO
Port St. Lucie**	20. St. Lucie TPO
	21. Martin MPO
non-TMA MPO	22. Charlotte County-Punta Gorda MPO
Cape Coral	23. Lee County MPO
Bonita Springs	24. Collier MPO
Miami**	25. Palm Beach TPA
	26. Broward MPO
	27. Miami-Dade TPO

* Urbanized population over 200,000

** Tampa-St. Petersburg, Port St. Lucie and Miami TMA's contain multiple MPOs.

Figure 2: Florida's Distribution of TA Set-Aside Program Funds

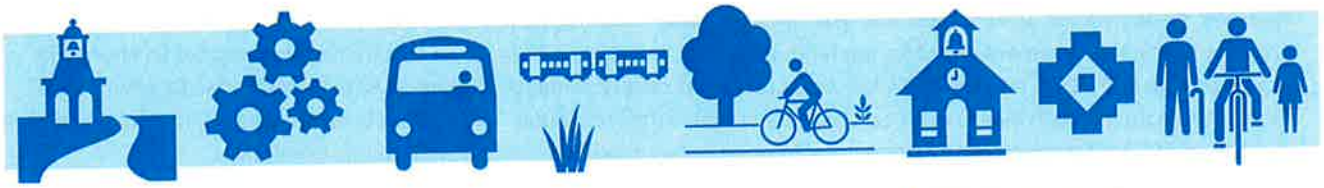


TMA	Sarasota-Bradenton	Cape Coral	Bonita Springs	Lakeland	Winter Haven	Jacksonville	Pensacola	Tallahassee	Port St. Lucie		Miami			Orlando	Melbourne-Palm Bay	Palm Coast-Daytona Beach-Port Orange	Kissimmee	Tampa-St. Petersburg		
District	1	1	1	1	1	2	3	3	4		4		6	5	5	5	5	7		
MPOs included in TMA	Sarasota/ Manatee MPO	Lee County MPO	Collier MPO	Polk TPO	Polk TPO	North Florida TPO	Florida-Alabama TPO	Capital Region TPA	St. Lucie TPO	Martin MPO	Broward MPO	Palm Beach TPA	Miami-Dade TPO	MetroPlan Orlando	Space Coast TPO	River to Sea TPO	MetroPlan Orlando	Forward Pinellas	Hillsborough MPO	Pasco County MPO

Source: Federal Register, Volume 77, No. 138, https://www.govinfo.gov/content/pkg/FR-2012-07-18/pdf/2012-17514.pdf

Eligible Entities (Project Sponsors)

Eligible entities are those that can receive TA Set-Aside program funds. The FAST Act carried forward the eligible entities from the TAP in MAP-21 and adds "non-profit entities responsible for the administration of local transportation safety programs" as eligible sponsors. Eligible project sponsors descriptions below are adapted from 23 U.S.C. 213(c)(4)(B).



- **Local governments**. Local government entities include any unit of local government below a State government agency, except for an MPO*. Examples include city, town, township, village, borough, parish, or county agencies.
- **Regional transportation authorities**. Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section of the legislation [23 U.S.C. 135(m)].
- **Transit agencies**. Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
- **Natural resource or public land agencies**. Natural resource or public land agencies include any federal, tribal, state, or local agency responsible for natural resources or public land administration. Examples include:
  - » State or local park or forest agencies;
  - » State or local fish and game or wildlife agencies;
  - » Department of the Interior Land Management Agencies; and
  - » U.S. Forest Service.
- **School districts, local education agencies, or schools**. School districts, local education agencies, or schools may include any public or non-profit private school. Projects should benefit the general public and not only a private entity.
- **Tribal governments**
- **Non-profit entity responsible for the administration of local transportation safety programs**. Examples include a non-profit entity responsible for:
  - » a local program implementing construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs; and
  - » a safe routes to school program.
- **Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the State determines to be eligible and consistent with the goals of 23 U.S.C. 213 (c)**.

**The Florida Department of Transportation and Metropolitan Planning Organizations (MPO) are not eligible project sponsors; however, they may partner with an eligible project sponsor and serve as the implementing agency to help a project sponsor carry out a project.*

Non-profit organizations are not eligible project sponsors unless they qualify through one of the eligible entity categories listed above (e.g., where a non-profit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs). Non-profit organizations that do not qualify via the legislation are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

FDOT requires infrastructure projects be implemented by a LAP certified agency; this includes phases of work leading to construction, or activities specifically identified in the definition of "construction" in Title 23 of the United States Code, Section 101(a)(4). In limited circumstances, planning studies and research studies would not require LAP certification. Non-profit organizations are not eligible for LAP certification. If the project sponsor is not LAP certified, they may partner with a LAP certified agency to serve as the implementing agency. An overview of the requirements of federally funded projects and FDOT local project implementation process can be found in the FDOT LAP Manual at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm.

Non-infrastructure projects do not require LAP certification; this includes equipment purchases. These projects will be treated as non-traditional federal awards. Please see the FDOT Work Program Instructions for more information on non-traditional federal awards.

Eligible Projects and Activities

TA Set-Aside funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 23 U.S.C. 213(b)(1) as such provisions were in effect on the day before the date of enactment of the FAST Act. To be eligible for funding under the TA Set-Aside program, projects must fall under at least one of the ten categories outlined in the legislation (Table B).

However, the legislation gives "states and Metropolitan Planning Organizations (MPOs)...discretion about how to establish project priorities, or whether to fund (or not fund) particular categories. There is no requirement to consider all eligible TA activities equally."[5] FDOT developed TA Set-Aside project eligibility guidance (Appendix B) to provide specific examples of eligible projects and activities in each category described in the legislation. The content is based on guidance from FHWA, and input from FDOT's Transportation Alternatives Working Group, made up of FDOT district representatives.

Note that the FDOT TA Set-Aside Project Eligibility Guidance is not intended to be comprehensive, but instead provides examples to assist applicants in understanding eligible project types. The final decision on project eligibility remains at the discretion of the district reviewing the application as long as it is consistent with federal eligibility.

Table B: TA Set-Aside Eligible Project Categories

TA Set-Aside Eligible Project Categories
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: Safe Routes to School projects are eligible under TA Set-Aside. For additional information on eligible activities, see https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects. Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm

Note: Utility work is not eligible for funding unless it's incidental to a project and in-kind replacement, such as relocating a manhole when creating a bike lane.

Project Eligibility Determinations

Project sponsors should propose projects that clearly fit into the eligible categories defined in this document. It is the responsibility of the project sponsor to explain in their application how the project aligns with the guidelines for eligible project activities. FDOT districts will make the final determination on project eligibility and will disallow any project that is not clearly eligible.

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

Project Sponsor Expectations and Requirements

It is the responsibility of each project sponsor to read this guidance, and any additional guidance or materials from their district or MPO as appropriate, and become familiar with the application, selection, and implementation procedures associated with the FDOT TA Set-Aside program. Applying for federal funds begins a significant undertaking, which must be led by the project sponsor from start to finish. Project sponsors unable to navigate the federal requirements may be subject to forfeiture of awarded funds and project cancellation. Note: the use of federal funds on any phase of the project federalizes all phases of the project, meaning that all other phases of the project also become subject to federal requirements.

An overview of the requirements and process for a locally-administered federal project can be found in the FDOT Local Agency Program (LAP) Manual at https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm. This manual describes the FDOT local project implementation process and requirements of federally funded projects, including those funded through the TA Set-Aside Program.

Project Application Submittal Process

Each FDOT district administers its portion of Florida's TA Set-Aside Program funds through an annual competitive application process. This section generally describes the application cycle, application form and submittal process for TA Set-Aside funds. Please contact your appropriate FDOT district for specific information related to its application cycle and process; See Appendix A for district TA Set-Aside contact information.

Application Cycle

Applications for TA Set-Aside projects may be submitted on an annual basis. While each district office sets its own schedule for application submittals and evaluations, a general schedule that reasonably follows the Work Program cycle is provided in Table C. Applicants should contact their respective district office for specific schedule dates.

Table C: Typical FDOT TA Set-Aside Application Cycle (Varies by District)

Process Step	Date Range
Project Planning & Development	Ongoing
Application Solicitation	October - December
Application Submittal	January - February
Committee Presentations	March – April
Eligibility/Feasibility Determination	May – June
Work Program Estimate Update	July – mid-August
Submit Priority List	September

Application Form

FDOT has developed a sample TA Set-Aside application form that has been used by the districts in the development of district-specific application forms. The sample application is attached to this guidance document in Appendix C and can be used as a general reference, but please contact your appropriate FDOT district for specific information related to its application form.

Project Budget

The project application must include a well-defined scope of work which lays the foundation for an accurate budget. Budget considerations are very important, and an itemized list of anticipated expenses (including labor, supplies, materials and other anticipated costs) should be provided in the application. Cost estimates must be based on the year in which the project is anticipated to be delivered rather than the year that the application is submitted.

The budget should be divided into project development phases. The most common phases include planning, preliminary engineering, right-of-way acquisition, construction and Construction Engineering and Inspection (CEI) services. The budget should identify all sources of funding and how each activity will be funded. Sources of funds other than TA Set-Aside may include other federal funds (not US DOT funds), state, local, donated services, in-kind services, volunteer and Youth Conservation Corps.

Project sponsors are responsible for all cost overages, including those caused by inaccurate or incorrect project cost estimating.

Note: As each FDOT district has established procedures for administering its apportionment of Transportation Alternatives Set-Aside funding, some districts and MPOs have set minimum or maximum project costs, or both. Some districts only reimburse for selected phases of the project. It is the responsibility of the project sponsor to read relevant district and MPO application materials in addition to this guidance.

Application Submittal

FDOT districts work with and through their region's MPOs and counties to solicit and receive TA Set-Aside project applications.

MPO Areas

In all MPO areas, regardless of population, the MPOs manage the TA Set-Aside application collection. Applications are to be submitted to the MPO with copies provided to the respective FDOT district office. Please contact your FDOT district to obtain MPO contact information for the TA Set-Aside Program.

Areas Outside MPOs

For areas outside of MPOs, applications are to be collected by the appropriate county commission for submission to their respective FDOT district office.

Project Selection and Programming

The FAST Act requires TA Set-Aside projects be selected through a competitive selection process (23 U.S.C. 133(h)(2)). While FDOT is responsible for programming all TA Set-Aside funds, the legislation gives TMAs the authority to develop and administer their own competitive selection procedures for funds sub-allocated to areas with greater than 200,000 population. FDOT oversees TMA procedures and more directly manages selection of projects for all other TA Set-Aside funds, but consults with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

Once the evaluation and prioritization process is completed and approved, the FDOT district office will program projects based on priority, the availability of funds, the implementing agency, and the capacity of the applying agency to implement the project.

FHWA has issued guidance that explains who is responsible for the selection process and Table D describes how TA Set-Aside project selection is managed in Florida. As neither the FAST Act nor FHWA have established standards, procedures, or processes for the competitive selection of projects, development of a competitive selection process is left to the State and MPOs.

TA Set-Aside Project Selection Criteria

Each agency that evaluates TA Set-Aside applications, whether an MPO, county, or FDOT district office, must utilize documented selection criteria to evaluate project applications. At a minimum, the selection criteria must include an assessment of sponsor and project eligibility, an assessment of project feasibility, and a description of additional selection factors to guide evaluation and prioritization by the appropriate parties. These three selection criteria categories are further described below.

1. **Eligibility**. Is the project sponsor an eligible applicant and does the project fit within the eligible project categories for the TA Set-Aside program? FDOT has developed TA Set-Aside project eligibility guidance (Table B) to clarify how the state interprets which specific projects are eligible in Florida. However, this guidance is not intended to be comprehensive, and the final decision on project eligibility remains at the discretion of the district.
2. **Feasibility**. Does the project face complex issues that would add cost or delay delivery? This may include consideration of:
   - Right-of-Way availability
   - Environmental impacts/permitting issues
   - Utilities

Table D: FDOT TA Set-Aside Project Selection Process

Area Funds	FDOT and MPO Roles
Areas with > 200,000 urbanized population – TALU fund code	**MPOs within the TMAs** manage application solicitation, collection, review, prioritization and project selection in consultation with FDOT district office.
Areas with > 5,000 but <200,000 population – TALL fund code	**FDOT** district offices manage application solicitation in coordination with MPOs and Counties.
Areas with <5,000 population – TALN fund code	**MPOs**/Counties manage application collection, review and prioritization in collaboration with their FDOT district office.
Any area of the State – TALT fund code	**FDOT district offices** manage project selection with consideration of prioritized project submittals by MPOs and/or counties.

- Constructibility
- Cost estimate
- Status of project sponsor or implementing agency's Local Agency Program (LAP) certification and/or history of project development
- Maintenance responsibility

3. **Support for TA Set-Aside Program Goals and Florida Planning Emphasis Areas (if applicable)**. The criteria should support the intent of the TA Set-Aside program and must, at a minimum, include consideration of the following factors:
   - Project's effectiveness in supporting TA Set-Aside goals
   - Documented safety need, particularly related to reducing the number of bicycle and pedestrian injuries and fatalities
   - Public support for the project (a record of public involvement/support should be provided with application)
   - Support for Florida Planning Emphasis Areas
4. **Additional selection factors**. Districts, MPOs and counties may also identify additional selection factors to address regional or local priorities.

These factors are not listed in order of importance and districts and MPOs may establish weights by which to prioritize them to meet local or regional needs. For more information on MPO Selection Criteria, please contact the appropriate MPO or district office.

Competitive Selection Process

FDOT is responsible for programming all TA Set-Aside funds and directly manages or oversees selection of projects in consultation with MPOs and local agencies, regardless of population size, to ensure that MPO and/or county priorities are considered.

MPO areas under 200,000 population

In all MPO areas under 200,000 population, the MPOs manage the TA Set-Aside application collection, review and prioritization in collaboration with their respective FDOT district office. Applications are typically reviewed and prioritized by various committees within the MPO structure using criteria established by the MPO which align with FDOT's district and statewide TA Set-Aside application selection criteria. The list of prioritized projects is then forwarded to the FDOT district office for eligibility and feasibility determination. Those projects determined eligible and feasible may then be considered for funding and programming in the FDOT Work Program.

Areas outside of MPOs

For areas outside of MPOs, counties will establish tentative priorities for projects in their area, which should align with FDOT's district and statewide TA Set-Aside application selection criteria. The respective FDOT district office will perform the project eligibility and feasibility reviews. Ideally, an advisory committee will evaluate and prioritize each project in counties outside of MPOs. Advisory committees should consist of county, municipal, and FDOT district staff. Interested members of the public may also be included. FDOT will finalize the list of priority projects after completing eligibility and feasibility determinations. Projects are then considered for funding and programming in the FDOT Work Program.

Project Selection Committees

To select projects through a fair and competitive process, it is important to establish advisory or selection committees to review the TA applications and properly evaluate the proposed projects. MPOs typically utilize existing committee structures such as Technical Advisory Committee or Bike/Ped Advisory Committees to establish project selection criteria for prioritizing the proposed projects. The resulting priority list is to be approved by the MPO or county, as appropriate, prior to submittal to FDOT for programming.

It is important that a similar committee be formed for projects in those areas with less than 200,000 in population. Such a committee should consist of both FDOT and Local Agency representatives, as well as interested citizens.

Some agencies incorporate project presentations as part of the evaluation process. Presentations address project specifics and emphasize the origin (county comprehensive plan, special area plan, MPO Long Range Transportation Plan, documented safety concern, etc.) and purpose of the project and its ability to address the intent of the TA Program.

Over 200,000 urbanized population

The FAST Act provides TMAs (urbanized areas with over 200K population) with and the authority to administer their own competitive selection procedure for TA Set-Aside funds. MPOs within the TMAs are responsible for communicating program guidance and eligibility criteria and a project scoring and selection procedure that reflects regional priorities. These MPOs must include the minimum requirements outlined in this guidance or may opt to use the competitive selection processes and materials developed by FDOT district offices for the other TA Set-Aside program funds. Regardless, when the competitive process and materials have been developed, the MPO must submit them to their respective FDOT district office for review in partnership with the FDOT Central Office to confirm that a required competitive process for eligible projects was used. The MPO must submit three documents to the district office prior to soliciting TA Set-Aside applications:

1. The MPO's competitive selection process, including:
   a. Persons involved in project review, scoring and selection
   b. A summary of the competitive selection process
   c. A scoring matrix or weighting criteria, as relevant
2. Additional regional program guidance, as relevant
3. A list of eligible project activities. MPOs may use or adapt FDOT's eligible project list if choosing to fund only certain project categories. All project activities must comply with the federal legislation.

In TMAs with multiple MPOs, either the MPOs will each develop a priority list for TA funding applications or will coordinate and agree upon a single project priority list for the TMA. Once each TMA has finalized its regional project selection, it will submit a list of all selected projects to district offices. For a list of Florida TMAs and information on TMA funding allocations, please see Figure 1 and Figure 2.

Project Programming

Once the project evaluations are complete, priorities established, and selections made for inclusion in the Work Program, FDOT will prepare an official project estimate by phase, using budget information submitted by the project sponsor, for budgeting and programming purposes. Projects will be added to the FDOT Tentative Work Program according to the Work Program Instructions. In MPO areas, FDOT will coordinate with the MPO for any necessary amendments to the Transportation Improvement Program (TIP).

Other Regulatory Requirements

There are a number of state and federal regulatory requirements that apply to the TA Set-Aside program which are described in the Local Agency Program (LAP) Manual. A district LAP Administrator will be able to assist with the interpretation and application of requirements, but it is the responsibility of the project sponsor to review the LAP Manual.

Below is a list of some of these requirements with which the project sponsor should be familiar.

- Agreements and Eligible Costs
- Reimbursement
- Public Involvement
- Environmental Clearance
- Consultant Selection for Project Development and Implementation
- Treatment of Projects
- Design and Implementation Requirements
- Right-of-Way Clearance
- Permits
- Bidding
- Construction
- Maintenance

Anticipated Roles for FDOT and Planning Partners

FDOT Central Office

- Create statewide guidance and policy.
- Develop and maintain a website with general information for the public, including project sponsors (https://www.fdot.gov/planning/policy/TAsetaside/default.shtm).
- Promote the program and disseminate information to partners and the public.
- Create statewide application and application guidance.
- Provide guidance on project eligibility and sponsor eligibility for applications.
- Maintain a database of submitted applications and awarded projects.

FDOT Districts

- Provide support to project sponsors as they develop applications.
- Work with Planning Partners (MPOs and Counties) to assess project eligibility and feasibility.
- Work with Planning Partners to review, comment, and rank applications.
- Enter into cost-reimbursable contractual agreements with sponsors to successfully deliver selected projects.

MPOs > 200,000 Urbanized Population (TMA MPOs)

- Communicate program guidance and eligibility criteria.
- Communicate funding availability to eligible sponsors.
- Review and rank applications through a competitive process.
- Select projects for their regional TA allocation.
- Assure projects recommended for funding can be delivered in a timely manner by the sponsor.

MPOs <200,000 Population

- Communicate funding availability to eligible sponsors.
- Assure that projects recommended for funding can be delivered in a timely manner by the sponsor.
- Review, rank and provide comments to Central Office for all applications received from their area.

Project Sponsors

- Identify the FDOT district TA Set-Aside program contact.
- Identify if the project falls within an MPO.
- Read the Florida Department of Transportation TA Set-Aside Program Guidance, and any additional guidance or materials from relevant FDOT districts or MPOs as appropriate to determine application cycle.
- Become familiar with the application, selection and implementation procedures associated with the FDOT TA Set-Aside program and the FDOT district or MPO as appropriate.

Resources

Federal Resources

The Federal Highway Administration TA Set-Aside implementation guidance: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm.

Federal Guidance for the Recreational Trails Program: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/.

The Rails to Trails Conservancy tracks state spending of Transportation Alternatives funds through annual data collection from states. Project tracking information and annual spending reports are housed on the Transportation Alternatives Data Exchange (TrADE) site: https://trade.railstotrails.org/index.

Florida Resources

The Florida Department of Transportation's TA Set-Aside webpage: https://www.fdot.gov/planning/policy/TAsetaside/default.shtm.

The Florida Department of Transportation Safe Routes to School program webpage: https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm.

The Florida Department of Transportation Local Agency Program (LAP) website: https://www.fdot.gov/programmanagement/LAP/default.shtm.

The Florida Department of Environmental Protection Recreational Trails webpage: https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program

Coordination with Central Office

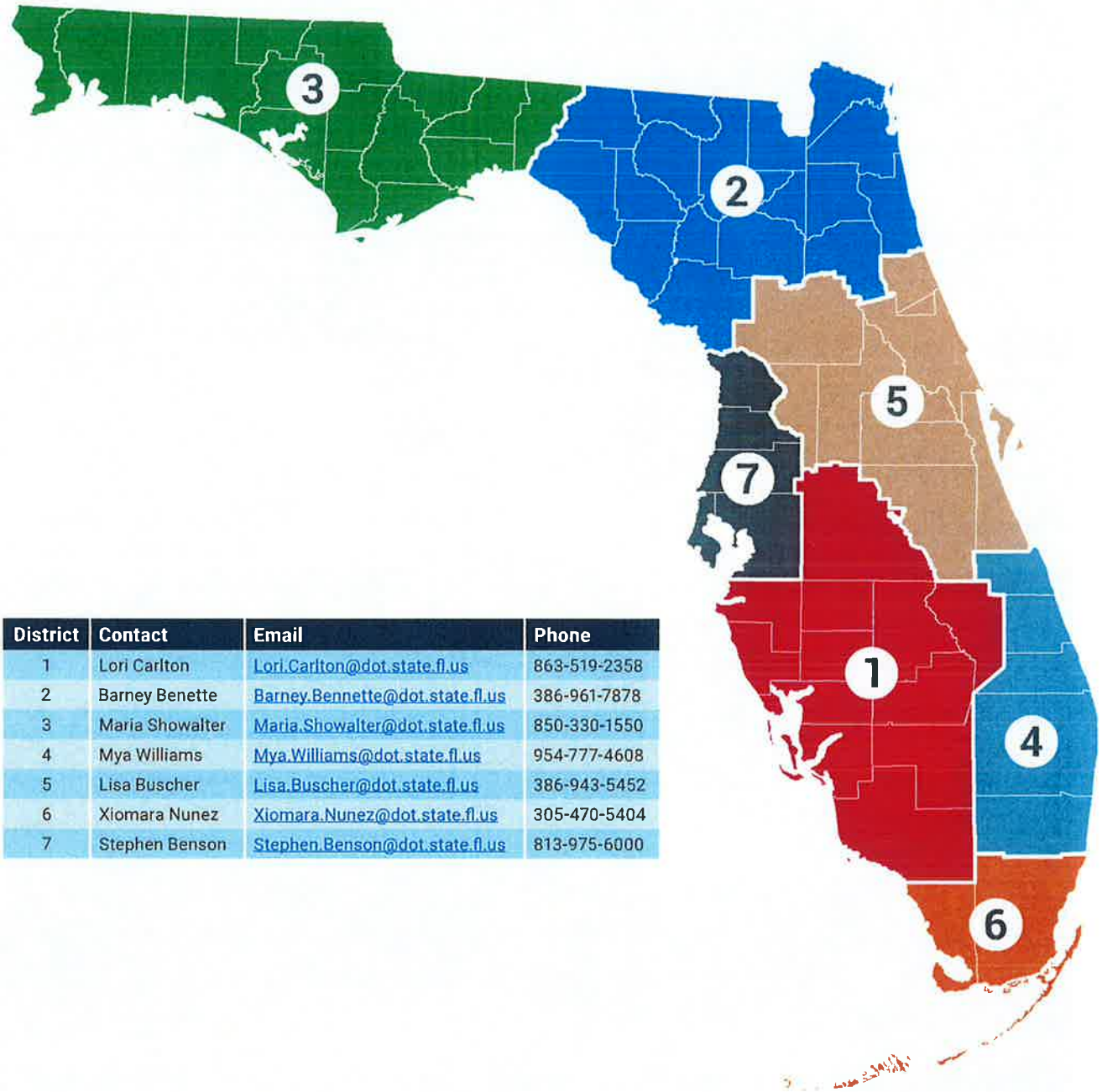
Chris Edmonston oversees FDOT's Transportation Alternatives Set-Aside Program and can assist with related questions.

Chris Edmonston | SIS Planning Manager
Florida Department of Transportation
Systems Implementation Office
605 Suwannee Street, MS 19
Tallahassee, FL 32399
(850) 414-4813
chris.edmonston@dot.state.fl.us

Appendix

Appendix A

FDOT Districts and TA Set-Aside Program Contacts



District	Contact	Email	Phone
1	Lori Carlton	Lori.Carlton@dot.state.fl.us	863-519-2358
2	Barney Benette	Barney.Bennette@dot.state.fl.us	386-961-7878
3	Maria Showalter	Maria.Showalter@dot.state.fl.us	850-330-1550
4	Mya Williams	Mya.Williams@dot.state.fl.us	954-777-4608
5	Lisa Buscher	Lisa.Buscher@dot.state.fl.us	386-943-5452
6	Xiomara Nunez	Xiomara.Nunez@dot.state.fl.us	305-470-5404
7	Stephen Benson	Stephen.Benson@dot.state.fl.us	813-975-6000

Appendix B

FDOT Transportation Alternatives Set-Aside Project Eligibility Guidance

Eligible	Not Eligible
1. Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of nonmotorized transportation (pedestrian and bicycle facilities)	
• Pedestrian infrastructure such as new sidewalks, crosswalks, etc. • Bicycle infrastructure such as bike lanes, bicycle parking, etc. • Bicycle racks for buses • Pedestrian and bicycle signals • Bike share infrastructure such as bikes, racks, kiosks • New or reconstructed off-road trails that serve a transportation need, such as trails that provide connections to schools, parks, or other public places • Amenities along a trail that serve trail users such as benches, trash cans, watering stations, pet amenities, bicycle repair stations, wayfinding signs, security cameras, etc. • Trailhead projects that serve trail users such as rest areas with benches, restrooms, trail access improvements, parking, kiosks, etc. • Bicycle and pedestrian bridges and underpasses • Lighting and other safety related infrastructure	• Routine maintenance or replacement of existing sidewalks (unless ADA upgrades are needed) • Circular trails/sidewalks • Facilities located within a property that do not connect to other trails/sidewalks • General resurfacing of roadways • General recreation and park facilities: playground equipment, sports fields, campgrounds, picnic and pavilion areas
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)	
• Americans with Disabilities Act of 1990 compliance projects such as rehabilitation of existing sidewalks, curb ramps, sidewalk widening, etc.) • Traffic calming techniques • Lighting and other safety related infrastructure • Traffic realignments, road diets, or intersection changes that improve bicycle and pedestrian access or safety • Crosswalks • Pedestrian refuge areas • Crossing improvements that shorten crossing distance, provide access, and/or primarily improve bicycle and pedestrian safety	• Roadway lighting that doesn't benefit non-drivers • Promotional materials (except for Safe Routes to School; see Category 10) • Intersection realignments aimed at improving vehicular flow • Projects that reorganize pick-up and drop-off primarily for the convenience of drivers • Education programs that are primarily focused on bus safety • Improvements to school bus stops
3. Conversion and use of abandoned railroad corridors for non-motorized use	
• Developing rails-to-trails facilities, where there is an adjacent line that is no longer active • Trailhead projects that serve trail users, such as rest areas with benches, restrooms, trail access improvements, parking, etc. • Construction or reconstruction of multi-use trails within a railroad right-of-way, • Purchasing and converting unused railroad property for reuse as a trail	• Trails for motorized vehicles • Maintenance of an existing trail
4. Construction of turnouts, overlooks, and viewing areas	
• Turnouts and viewing areas at scenic or historic sites • Right-of-way acquisition	• Visitor center • Operation or maintenance • Marketing/promotional materials
5. Inventory, control or removal of outdoor advertising	
• Data collection • Removal	• Administration or operating expenses
6. Historic preservation and rehabilitation of historic transportation facilities	
• Facilities on historic register or eligible for historic register. • Rehabilitation of historic surface transportation facilities (bridges, lighthouses, canals, etc.) • Historic toll and ferry facilities • Historic railroad facilities	• Operating costs • Facilities not open to the public • Construction of replica facilities • Infrastructure not related to surface transportation (air and space) • Structures not on or eligible for the national historic register

Eligible	Not Eligible
7. Vegetation management practices in transportation rights of way	
• Removal of invasive species and plant native plants • Planting of native species that can help control erosion and ensure that roadsides are stable, look nice, and provide clear sightlines • Planting of vegetation to attract honey bees, monarch butterflies, etc.	• Standalone landscaping • Planting of annuals
8. Archaeological activities related to impacts from transportation projects	
• Archaeological excavations and surveys related to a transportation project • Archaeological activities required as part of a TA Set-aside eligible project • Interpretation and display of artifacts discovered as part of a transportation project	• Archaeological activities not related to a transportation project eligible under federal Title 23
9. Environmental mitigation activities	
• Pollution prevention, abatement and mitigation activities to address storm water management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities listed in Sections 133(b), 328(a), and 329. • Reduction in vehicle caused wildlife mortality such as a wildlife crossing or fencing • Restoration and maintenance of the connectivity among terrestrial or aquatic habitats (e.g. surmountable curbs for turtles) • Erosion and sediment control • Native plantings • Minimizing impervious surfaces	• Drainage improvements related to poor maintenance and /or upgrades to inadequate systems • Stormwater management activities not related to highway run-off and water pollution
10. Safe Routes to School Safe Routes to School projects are eligible under TA Set-Aside. For additional information on eligible activities, see https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects. Note: FDOT also has a state Safe Routes to School Program. For more information on that program visit http://www.srtsfl.org/.	
• Bicycle and pedestrian education targeting student travel (grades K-8) • Public awareness campaigns and outreach to press and community leaders • Traffic education and enforcement in the vicinity of schools • Student sessions on bicycle and pedestrian safety, health, and environment • Funding for training, volunteers, and managers of safe routes to school program • Infrastructure projects • Sidewalk improvements • Traffic calming and speed reduction improvements • Pedestrian and bicycle crossing improvements • On-street bicycle facilities • Off-street bicycle and pedestrian facilities • Secure bicycle parking facilities • Traffic diversion improvements in the vicinity of schools	• Bicycle and pedestrian education campaigns for the general public

Appendix C

FDOT Sample TA Project Application Form

(please contact your FDOT District Office for specific application materials)

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION ALTERNATIVES PROGRAM
APPLICATION

APPLICANT INFORMATION

PROJECT SPONSOR:

CONTACT PERSON: **TITLE:**

ADDRESS: FL, **ZIP:**

PHONE: **FAX:**

EMAIL:

PROJECT SPONSOR'S LOCAL AGENCY PROGRAM (LAP) CERTIFICATION STATUS:

☐ Currently LAP Certified (Year of Certification:)

☐ Not LAP Certified

☐ Seeks Project Specific Certification

PROJECT INFORMATION

PROJECT PRIORITY NO.:

PROJECT TITLE:

PROJECT LOCATION:

PROJECT LENGTH: **TERMINI:**

BRIEF PROJECT DESCRIPTION:

PROJECT IS SUBMITTED UNDER WHICH ELIGIBLE PROGRAM TYPE:

☐ Transportation Alternative, defined in 23 USC 101

☐ Recreational Trail, defined in 23 USC 206

☐ Safe Routes to School, defined in 23 USC 402 note, Public Law 109-59
*(Safe Routes to School Application **must** accompany this application)*

☐ Roadway construction within former interstate routes or other divided highways

QUALIFYING ACTIVITIES

Check the Transportation Alternative activity that the proposed project will address. Please check one activity that represents the majority of the work proposed. (Note: Checking more activities does not ensure or increase eligibility.) Eligible activities must be consistent with details described under 23 U.S.C. 101(a)(29) and 213(b).

- ☐ Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990
- ☐ Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- ☐ Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- ☐ Construction of turnouts, overlooks, and viewing areas
- ☐ Community improvement activities, which include but are not limited to:
  - ☐ Inventory, control, or removal of outdoor advertising
  - ☐ Historic preservation and rehabilitation of historic transportation facilities
  - ☐ Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control
  - ☐ Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23
- ☐ Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - ☐ address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
  - ☐ reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- ☐ The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: ***(A Safe Routes to School application must accompany this application.)***
  - ☐ infrastructure-related projects
  - ☐ Noninfrastructure-related projects
  - ☐ Safe Routes to School Coordinator
- ☐ Planning, designing, and constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

PROJECT DESCRIPTION

Roadway Name and/or Number:

(A location map with aerial view must be attached)

☐ **On-System Project** (State Roadway) ☐ **Off-System Project** (Local Roadway)

Project Termini- Begin: **End:**

Project Length:

Scope of Work *(Attach conceptual plans if available)*:

Summarize any special characteristics of the project *(Provide Typical Section drawings and describe the typical section here.)*:

Describe existing right-of-way ownerships along the project *(Describe when the right-of-way was obtained and how ownership is documented, i.e., plats, deeds, prescriptions, easements)*:

Is right-of-way acquisition proposed? If Yes, describe proposed acquisition including expected fund source, limitations on fund use or availability, and who will acquire and retain ownership of proposed right-of-way. ☐ **Yes** ☐ **No**

Provide any additional project specific information that should be considered.

PROJECT IMPLEMENTATION INFORMATION

Project phases included in funding request:

- ☐ Planning Activities
- ☐ Project Development & Environment Study
- ☐ Preliminary Engineering/Final Design Plans
- ☐ Construction
- ☐ Construction Engineering & Inspection

Describe any project work phases that are currently underway or have been completed.

Describe the proposed method of performing and administering each work phase of the project. (*If it is proposed that the project be administered by a governmental entity other than the Department of Transportation, the entity must be certified to administer Federal Aid project in accordance with the Department Local Agency Program (LAP) Manual (Topic No. 525-010-300).)*

Refer to Chapter 18 of the LAP Manual requirements regarding use of consultants.

Planning	PD&E	Design	R/W Acquisition	Construction
☐ Applicant's Staff	☐ Applicant's Staff	☐ Applicant's Staff	☐ Applicant's Staff	☐ Applicant's Staff
☐ Applicant's Cons	☐ Applicant's Cons	☐ Applicant's Cons	☐ FDOT	☐ Applicant's CEI
☐ FDOT	☐ FDOT	☐ FDOT		☐ FDOT

Have any public information, or community, meetings been held? ☐ **Yes** ☐ **No**

Describe public, and private, support for the project. *(Examples: petitions, written endorsements, resolutions, etc.)*

Explain the proposed ownership and maintenance responsibilities for the project when complete?

Are matching funds being applied to the project? If so, explain any limitations to those funds. ☐ **Yes** ☐ **No**

Provide any additional implementation information that should be considered.

PROJECT COST ESTIMATE

Below, provide a summary of the estimated cost for the work being proposed. ***(A detailed project cost estimate must be attached to this application.)***

Planning Activities	$Click here to enter text.
Project Development & Environment Study	$Click here to enter text.
Preliminary Engineering / Final Design Plans	$Click here to enter text.
Construction	$Click here to enter text.
Construction Engineering & Inspection Activities	$Click here to enter text.
Other (Describe)	$Click here to enter text.
Total Estimated Cost	$ 0

(To update Total Cost, select entire column and hit F9)

PROJECT FUNDING

TA FUNDS	LOCAL FUNDS	TOTAL
$	$	$ 0
TA FUND %	**LOCAL FUND %**	**TOTAL**
	0	

(To update Totals, select entire row and hit F9)

CERTIFICATION OF PROJECT SPONSOR

I hereby certify that the proposed project herein described is supported by ***Click here to enter text.*** (sponsoring entity) and that said entity will: (1)provide any required funding match; (2)enter into a maintenance agreement with the Florida Department of Transportation, as necessary; (3)comply with the Federal Uniform Relocation Assistance and Acquisition Policies Act (The Uniform Act) for any right-of-way actions required for the project; (4)comply with NEPA process prior to construction which may require involvement with the State Historic Preservation Officer (SHPO), and other State and/or Federal agencies, prior to construction; and (5)support other actions necessary to fully implement the proposed project. I further certify that the estimated costs included herein are reasonable and that ***Click here to enter text.*** (sponsoring entity) will follow through on the project once programmed in the Florida Department of Transportation's Work Program.

_____

Signature

_____

Print Name

_____

Title

_____

Date

FOR FDOT USE ONLY		
Application Complete	☐Yes	☐No
Project Eligible	☐Yes	☐No
Implementation Feasible	☐Yes	☐No
Include in Work Program	☐Yes	☐No

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SAFE ROUTES TO SCHOOL TOOLKIT

Developed by:

The University of Florida Center for Health and the Built Environment
Safe Routes to School Technical Assistance Team

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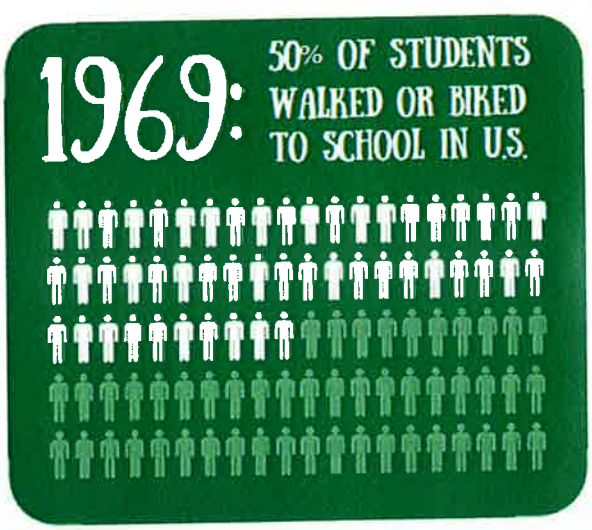
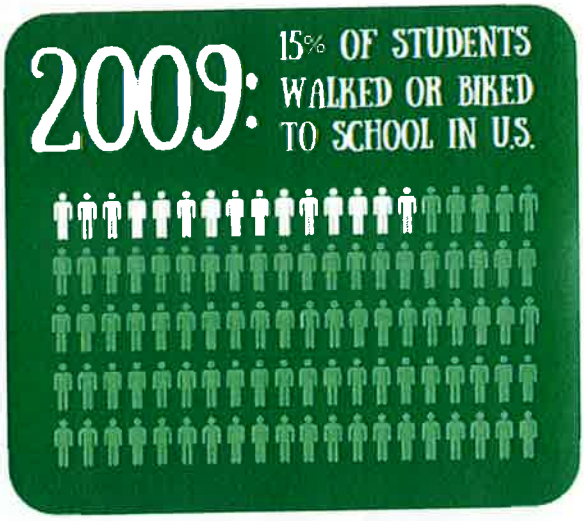
INTRODUCTION

In 1969, nearly 50% of all students walked or rode a bicycle to school. By 2009, that number had dropped to fewer than 15%. The causes of this decline are varied, and the effects are far-reaching. Fewer students walking or bicycling to school has adversely affected traffic, air quality, and bicycle and pedestrian safety in communities. The sedentary lifestyle associated with this decline has been linked to increased incidences of childhood obesity and related health problems in later life. Safe Routes to School aims to reverse these effects by making walking and bicycling to school safer and easier for primary and secondary school students. This toolkit is meant to guide the user through bringing Safe Routes to School to their community, so that they may reverse these negative effects and experience the environmental, health, and community benefits that Safe Routes to School has to offer.





WHAT IS SAFE ROUTES TO SCHOOL?

Florida's Safe Routes to School program is sponsored by the Florida Department of Transportation (FDOT). FDOT provides Safe Routes to School technical support and funding support to select communities.The primary goals of Florida's Safe Routes to School program are to:

- Enable and encourage children, including those with disabilities, to walk and bicycle to school
- Make walking and bicycling to school safe and appealing
- Facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic congestion, fuel consumption, and air pollution.

WHY SAFE ROUTES TO SCHOOL?

SUCCESSFUL PROJECTS

- Educate students, parents, neighbors, and the community
- Improve infrastructure at and around the school
- Reward students for participation and get the community excited
- Deter unsafe behaviors and encourage everyone to share the road
- Determine what changes need to be made and figure out how to make them

Many communities in Florida face challenges and barriers that make it difficult for students to walk or ride their bicycles to school. One such barrier is infrastructure that favors vehicles. Roads without sidewalks, crosswalks, or stoplights discourage walking and bicycling and encourage automobile usage. These factors lead to concerns for personal safety. A 2010 survey found that these factors were viewed as major barriers preventing physical activity by rural residents[2]. "Stranger danger" was also found to be a concern among parents in both rural and urban communities. One study found that nearly half of parents surveyed would be uncomfortable with their students walking to school without adult supervision, and 75% of parents surveyed drove their children less than 2 miles to school because they felt that it was more convenient or that it saved time compared to walking[3].

Safe Routes to School programs provide a wide range of benefit for students and their communities. By getting an active start to the day, students arrive to school alert, refreshed, and ready to learn. According to a recent study, children that walk or ride their bicycle to get to school perform measurably better on work that demands concentration[5]. Furthermore, encouraging physical activity can teach lifelong healthy habits.


NCDOT, 2014 (CC 2.0)

Enabling students to walk or ride their bicycles to school can also better a community. More students walking or bicycling to school means fewer parents picking up and dropping off students in private vehicles, which can help decrease traffic congestion and air pollution around schools. Investing in Safe Routes roadway infrastructure can also help connect existing bicycle and pedestrian networks, providing more active travel and recreation opportunities for the community as a whole.

Safe Routes to School projects are a great way to help communities be more welcoming towards students walking or bicycling to school. This toolkit will provide strategies to help communities overcome the challenges that discourage students from walking and bicycling to school and realize the many benefits of Safe Routes to School.

HOW TO USE THIS TOOLKIT

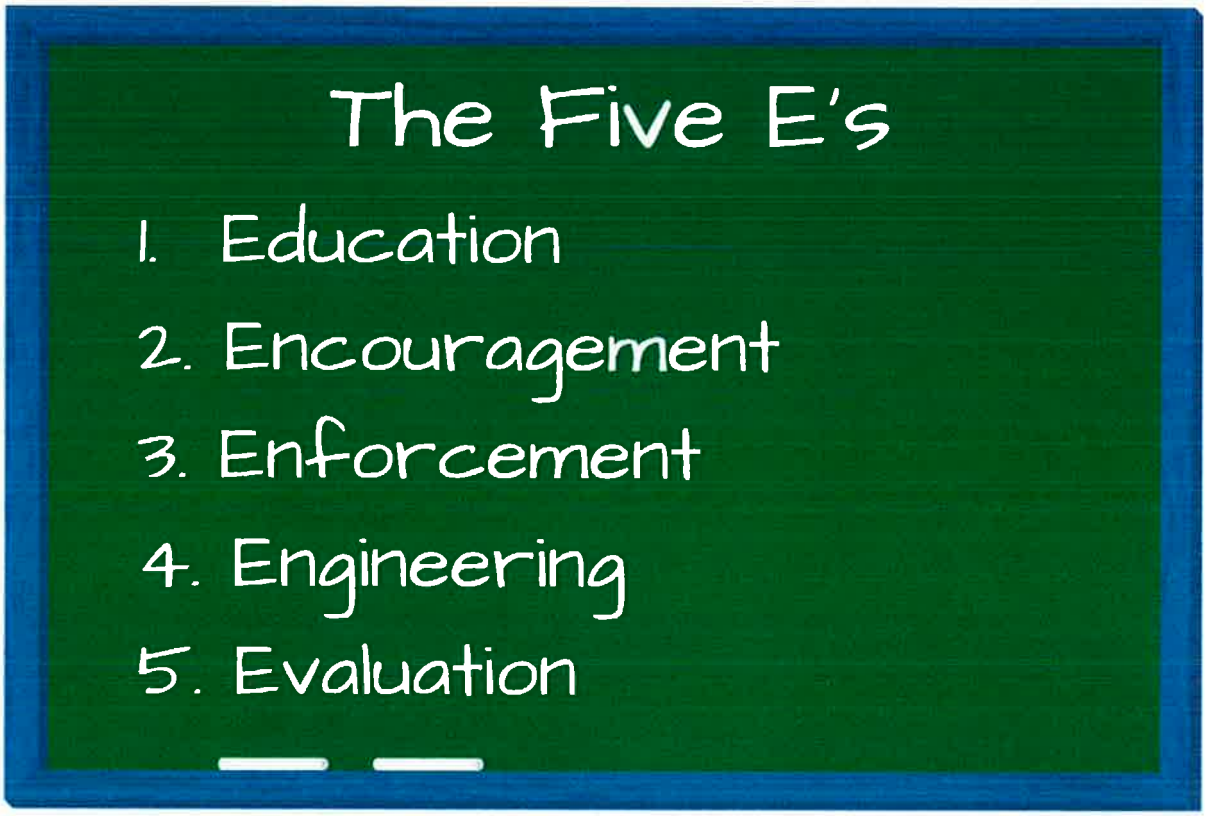
This toolkit is a guide for developing and implementing a Safe Routes to School program. Every community's has unique needs, challenges, and opportunities. Because of this, the toolkit is intended to be tailored to an area's local context. This will enable the user to reap the maximum benefits of the Safe Routes to School program.

TAILORING THE TOOLKIT

In Hillsborough County, one elementary school had an issue with lack of sidewalks within a six-block radius of the school, while another elementary school had an issue with sidewalks without buffers on high-traffic roads. Despite the fact that both schools are in the same county, the solution for one issue would not work for the other. No two issues are exactly alike. The purpose of this toolkit is to provide users with the knowledge and understanding needed to bring Safe Routes to School to their community and find the solution that works for them.

ABOUT THE FIVE E'S

The Five E's of Safe Routes to School are **Education**, **Encouragement**, **Enforcement**, **Engineering**, and **Evaluation**. Successful programs take a holistic approach to the Five E's and use available resources to engage as many relevant E's as possible.

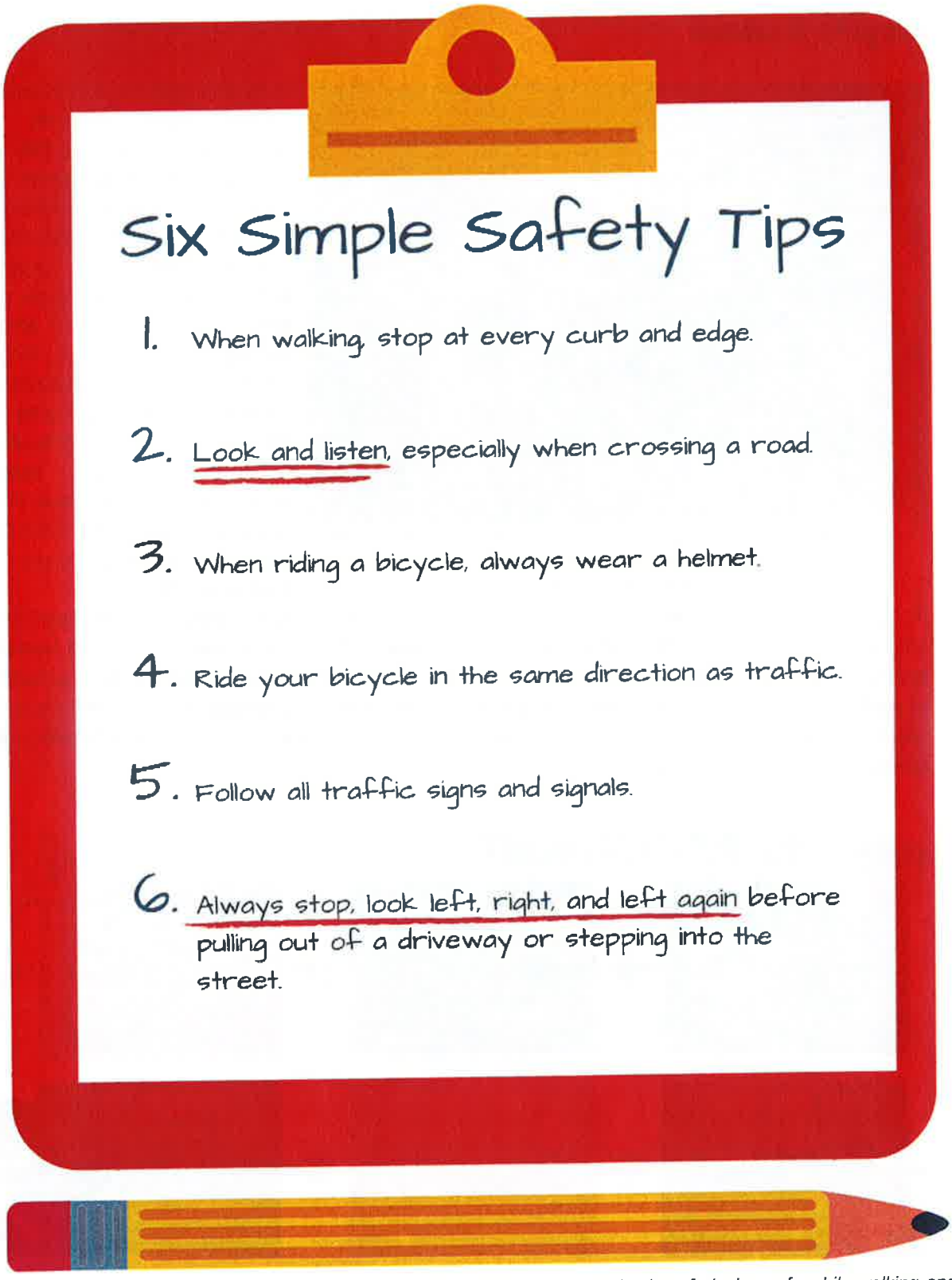


EDUCATION

For students, teachers, and parents alike, education is a key component of a successful Safe Routes to School program. This section will discuss ways to engage each of these groups by highlighting their unique roles.

Bicycle and Pedestrian Education

Teaching students about bicycle and pedestrian safety can be a hands-on way to show them the fun of riding a bicycle or walking to school, and can give them the knowledge and confidence they need to do so. Safe Routes to School education can be done at school in a variety of fashions, including bicycle rodeos and school assemblies.



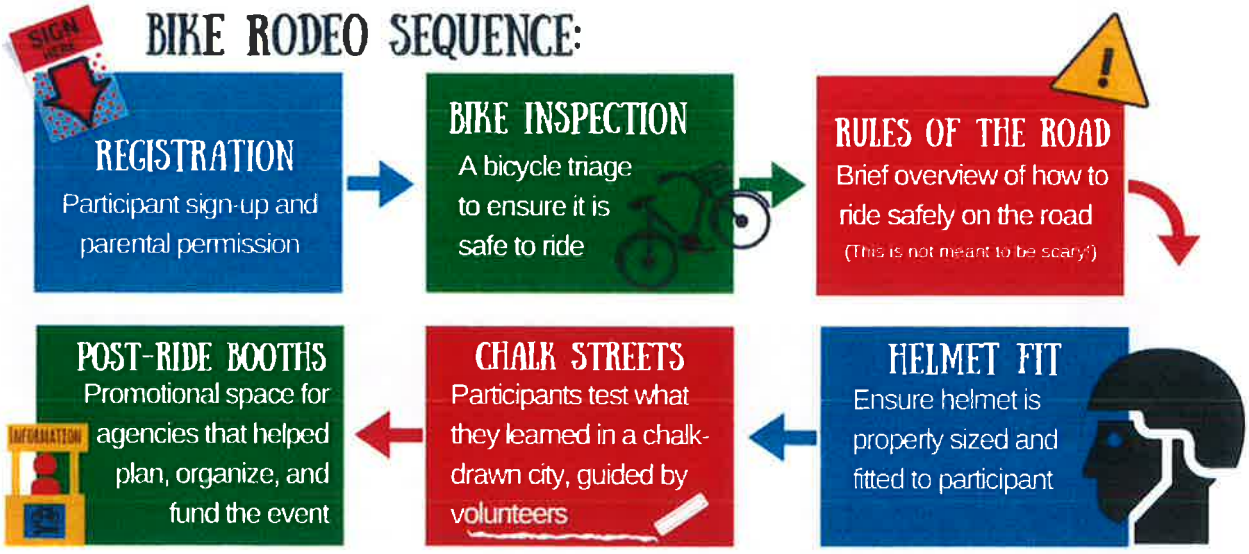
Education materials like this can help students learn and remember the basics of staying safe while walking and bicycling.

Bicycle Rodeos

Figure 1. A volunteer helps a student at the helmet fit station, while a police officer explains the rules of the road at another station. www.pedbikeimages.org / Mike Cynecki

A bicycle rodeo is a brief bicycle safety clinic focused on introducing cycling safety to young people. It is a great way to give students the confidence needed to ride their bicycles to school. Rodeos are typically held by police departments, with help from local bike shops, cycling clubs, and/ or bicycle advocacy groups. If guidance is needed, The Florida Traffic and Bicycle Safety Education Program offers training workshops that can give these community groups the tools they need to educate others on bicycle safety.

Rodeos typically occur early on in a school's summer break. Bicycle rodeos are not meant to be fully comprehensive bicycle safety courses, but instead a fun way for young people to learn the basics of cycling through doing. In a bicycle rodeo, participants are guided through a sequence of stations, each of which imparting an aspect of safe cycling knowledge. An ideal bicycle rodeo has participants engaged for its entire duration with little to no down time[1]. A typical bicycle rodeo station sequence might include:



More information on bicycle rodeos is available in the Resources section of this guide.

Safe Routes in the Curriculum

Teachers can use their curriculums to educate and inspire students about walking and bicycling.

Parents and Guardians

Education should be extended to parents and guardians as well, as they determine whether children are allowed to walk or ride their bicycle to school and can influence children's desire to do so. Parents might initially be skeptical of Safe Routes to School programs. Because of this, it may be beneficial to invite parents to a meeting to explain the purpose, goals, and benefits of the program, as well as address any concerns they may have.

CURRICULUM EXAMPLES

Math: use students' distance traveled to school to calculate the average distance the class traveled

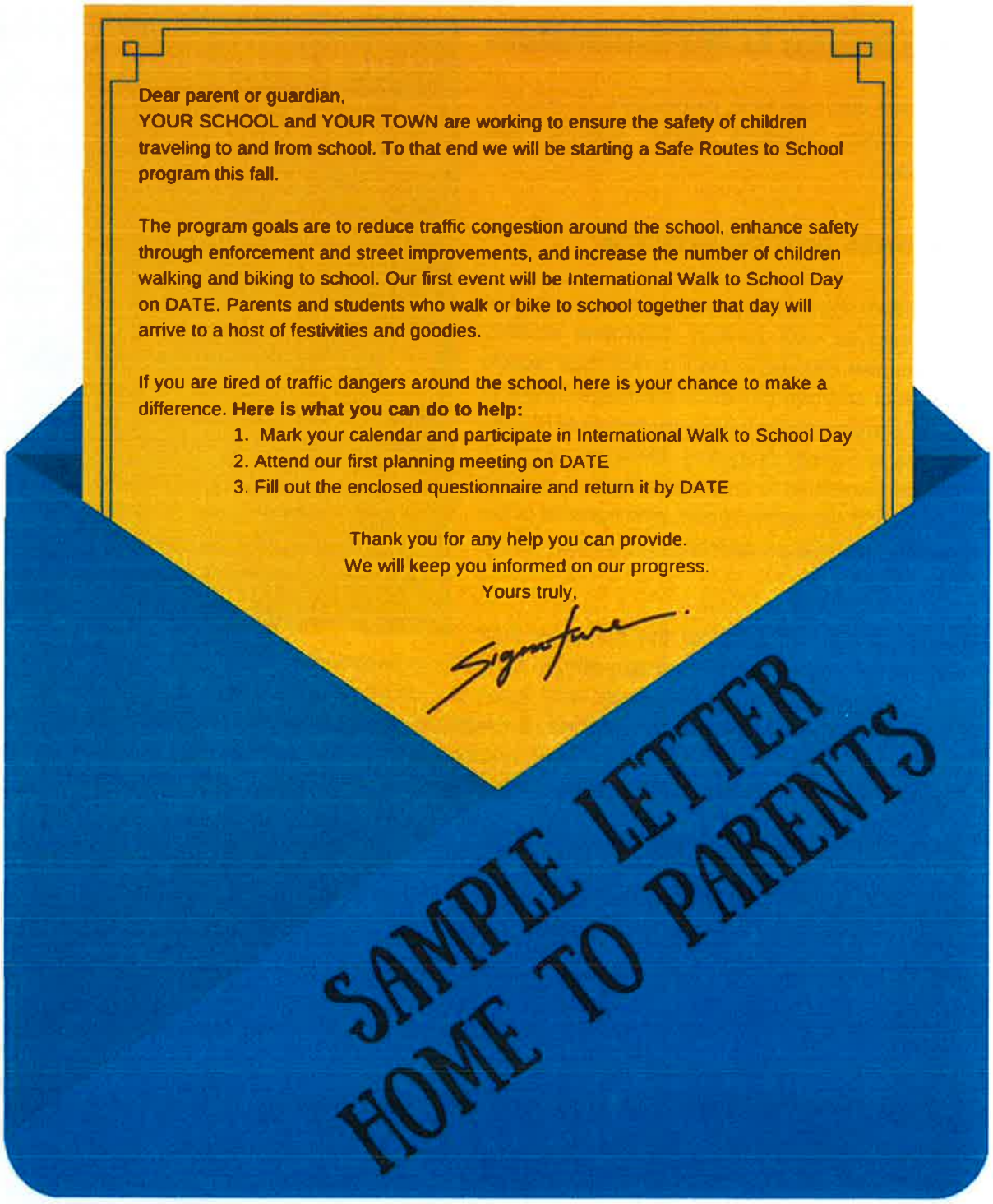
Science: teach students about pollution from cars

English: have students write a reflection paper about their experience walking or biking from school.

Health: educate students on the health benefits of walking and bicycling (example curriculum can be found in the "Healthy Heart Talking Points" in Appendix 1)

Many parents worry about the safety of their school-age children walking or bicycling to school. It is important to treat these concerns as valid and address solutions. Partnering with local law enforcement to deter unsafe driving and dangerous activities in the school area, implementing programs like the walking school bus (discussed in the Encouragement section), and suggesting older siblings walk with their younger siblings are just some of the many ways that potential safety concerns might be addressed.

Parents and guardians should be kept informed on opportunities to get involved with the Safe Routes to School Program and kept up to date on plans, events, and changes in school practices. This can be done via in-person meetings, or via distribution of print or digital material, such as the letter below, or the letter found in Appendix 2:



Additional education that is best distributed online or through print includes route maps that highlight safe routes, dangerous areas, and other hazards. These materials can be sent home with students, posted online, or distributed via email. Below is an example of a Safe Routes to School route map from East Taieri School in New Zealand. The map highlights good places for students to walk or ride their bicycles, as well as hazards to be wary of.

ENCOURAGEMENT

A Safe Routes to School program needs to be popular with students and other members of the school community for it to build and sustain momentum. Encouragement promotes the Safe Routes to School program by building community buy-in, getting participants excited about walking and bicycling, and rewarding positive habits. Encouragement can take many shapes. Events and incentives are popular forms of encouragement. Combining multiple Encouragement strategies is often done.

WALKING SCHOOL BUS


University of Salford Press, 2014 (CC 2.0)

In a walking school bus, groups of students are guided by an adult as they walk to school. Walking school buses are very flexible - they can be as unstructured as a group of parents taking turns walking their students to and from school, or as structured as a group of designated chaperones taking turns walking a mapped path with multiple pick-up points on a set schedule. Walking school buses are great for students living outside of walking distance from school, as they can be integrated with remote drop offs.

BICYCLE TRAINS

Bicycle trains are like walking school buses, but are done riding bicycles. In a bicycle train, students ride their bikes to school in a group led by an adult cyclist. These are slightly more involved than walking school buses and are better suited for older students. These activities can be done both independently and/ or in conjunction with "walk/ bicycle to school days." Like walking school buses, bicycle trains are beneficial for students living further from school, as they can be integrated with remote drop offs.

REMOTE DROP OFF

In the remote drop-off/ pick-up, students are driven most of the way to school and then let off at a designated spot—typically a parking lot-- 0.25-0.5 miles from the school. From that spot, the students are guided to school by a chaperone. These are great for including students that live outside of walking distance from school. Remote drop-off/ pick-up is also helpful in reducing car emissions and amounts of traffic near a school.

Events

Events are great for building and sustaining a community, as well as demonstrating the fun that can be had with a Safe Routes to School program. Events can be one day activities or be ongoing. Events should be treated as special and come with an air of excitement. Some example events include:

Image: Umberto Brayj (CC 2.0)

Walk or Bicycle to School Days:
These events can introduce the idea of walking and/or bicycling to school and are great for kicking off a Safe Routes to School project. Those in charge of the event can coordinate efforts to ensure safe, feasible travel for all participants, as well as set up exhibitions at the school to further present these activities as options. In the lead-up to the event, families can be given materials and instructions on how to safely participate, as well as tips for ensuring success. Walk and/ or Bike to School Day does not have to be a one-off celebration. If the community embraces these events, the day could become a regularly scheduled event. More information on Walk/ Bicycle to School Days is available in the Resources section of this guide. An example Walk and/or Bicycle to School Day invitation can be found in Appendix 4.

Mileage Club Contests: Mileage clubs encourage physical activity by making it fun, competitive, and potentially rewarding. In a mileage club contest, participants compete to see who can log the most miles of walking and/or bicycling. To include students who are unable to walk or bicycle to school, participants may be allowed to accrue miles on the weekend, during recess, or after school. Additionally, mileage club contests could be done in conjunction with remote drop-off procedures. These can be done at the student-vs-student, classroom-vs-classroom, or even school-vs-school level. Whichever participant or team logs the most miles in a certain amount of time wins gifts or prizes. The structure of these events are flexible and can be tailored to local context.

A back to school blitz: The back to school blitz is a multi-day challenge in which familes are given daily checklists that outline different ways to prepare for school. Each checklist focuses on a different aspect of getting ready for the school year. For example, one checklist may focus on organizing supplies, while another may focus on bicycle safety preparendness.


Transportation for America (CC 2.0)

Incentives

Incentives are great for sustaining momentum in a Safe Routes to School project, as they encourage participants to "compete" to be the most physically active. Incentives can take many forms, including prizes, points, or the simple pride of victory. Some example incentives include:

- **Punch Cards:** Punch cards can be used independently or in conjunction with mileage club contests. Every time a student walks or rides their bicycle to school their card is marked. Full punch cards can be exchanged for small gifts or rewards, entered as tickets in a raffle, or used in a variety of other ways.

- **Stickers:** stickers can be used to reward students who complete mileage goals, or simply to encourage students to be excited about Safe Routes to School.

- **Recognition:** recognition is the simple act of letting students know that their walking and bicycling efforts are not going unnoticed. Recognition could be as formal as an announcement at a school assembly or simply a school official personally congratulating a student on a job well done. Recognition can be combined with all other forms of encouragement.

GOLDEN SNEAKER AWARD

To build excitement for Safe Routes to School, one Florida principal came up with a creative, low-cost reward: The Golden Sneaker Award. To make the Golden Sneaker Award, the principal took an old running shoe, spray-painted it gold, and nailed it to a plaque. Just like that, a sneaker destined for the trash became a priceless trophy for students. The Golden Sneaker Award can be used as a prize for events, such as mileage club contests. Winning classrooms can proudly display it, and seeing it can encourage all students to strive to travel more miles in efforts to get it. The Golden Sneaker Award is one great example of unique, creative ways that schools can get students excited for Safe Routes to School.

Other forms of encouragement

Some forms of encouragement do not fall inside the categories of events or incentives. Nevertheless, they are important.

- **Crossing guards:** The sight of a crossing guard can remind drivers to watch for and yield to pedestrians. This job can be taken on by community members or local law enforcement. Crossing guards can encourage students by improving safety and increasing families' confidence in their children walking or bicycling to school.

- **Student safety patrols**: similar to the crossing guard, student safety patrols can help students and families feel safer and more comfortable walking or riding bicycles. Student safety patrols have the added benefit of getting students involved in the program.

ENFORCEMENT

Enforcement in the Safe Routes to School framework is meant to deter unsafe behaviors and encourage safe sharing of the road. In a sense, it is a form of education. Enforcement begins by determining what needs to be changed. Once the focuses of the enforcement are determined, there are a variety of options for implementation. In planning for enforcement, consideration of county school zone policies is crucial.

CROSSWALK STING

In a crosswalk sting, law enforcement stakes out crosswalks to catch drivers violating rules. This is often done with plain-clothed police officers acting as pedestrians trying to use the crosswalk as cars approach. If a driver is caught violating a crosswalk rule, law enforcement pulls them over and issues them a ticket, ideally educating them on why their actions were against the rules in the process.

Jeweledlion (CC 2.0)

FEEDBACK TRAILERS AND SIGNAGE

Dan Burden

Speed feedback trailers and signage can offer gentle reminders to drivers to consider their speed. Signs can remind drivers to slow down and watch for students in enforced school zones, while feedback trailers can alert drivers to how fast they are going. These methods overlap with the Engineering element.

ENGINEERING

Engineering is a broad term encompassing the design, implementation, operation, and maintenance of roadway infrastructure and traffic control devices. It can be used to increase accessibility and diminish the boundaries preventing students from walking or bicycling to school. Improvements to sidewalks, bike paths, and trails are obvious steps, but less obvious steps include repositioning traffic control devices, improving signage, and incorporating hardscaping, or man-made landscape features, to deter reckless driving. Infrastructure that influences drivers to slow down will reduce the chances of injury to pedestrians and bicyclists, as lower speeds mean better ability to slow down and stop in time. Ideally, this infrastructure should extend beyond the immediate school zone to the entire area within which students may be walking or riding their bicycles to get to school.

Engineering overlaps with the Education element. Engineering is not just about changing the built environment, but also changing the mentality of those inhabiting the built environment. For example, signage and hardscaping can give users cues on safe behavior. This visual education, combined with education techniques and enforcement techniques discussed above, can lead to a community more welcoming to pedestrians and bicyclists.

SIDEWALKS, BIKE PATHS & TRAILS

www.pedbikeimages.org / Laura Sandt

Pictured is a multi-use path in use. Sidewalks, bike paths, and trails give a dedicated space to pedestrians and bicyclists and make them feel safe. Ideally, these elements fit into a wider network and enable students and community members to conveniently, safely, and efficiently walk or bicycle from one location to the next.

TRAFFIC CALMING

Pictured is a speed bump. Traffic calming techniques like this are meant to slow traffic down or divert traffic from a road in order to lower traffic volume in the name of increased safety for road users. These techniques can reduce speeds and discourage dangerous driving near schools.

www.pedbikeimages.org/ Toole Design Group

SIGNAGE AND HARDSCAPING

www.pedbikeimages.org/ Dan Burden

Signage and hardscaping enhance pedestrian and bicyclist safety by increasing driver awareness and encouraging compliance with safe practices. Seeing signage can remind drivers of the presence of students, while hardscaping can give physical indications of where one can and cannot drive. Implementing signage could be a relatively easy action in a Safe Routes to School project.

TRAFFIC CONTROL DEVICES

Pictured is a radar speed limit sign in Granville, NC. Traffic control devices are signs, signals, and markers meant to increase driver awareness. Traffic control devices are meant to draw the driver's eye and alert the driver to safe driving practices or issues related to the road. In the context of Safe Routes to School, traffic control devices can be used to remind drivers that they are in a school zone and in the presence of students.

www.pedbikeimages.org/ Dan Burden

EVALUATION

Evaluation is used in Safe Routes to School projects to measure both successes and shortcomings. Safe Routes to School programs benefit from continuous evaluation. Critically examining ideas before putting them in motion helps make sure that the idea aligns with the program's goals. Assessing projects as they are happening helps keep a project on track. Reviewing the successes and failures of actions helps teams keep track of their progress and learn from past experiences.

Surveys

Surveys of students and parents can be used to gather feedback, which helps determine the direction and progress of a project. Surveys can be done in classrooms to determine the number of students walking or bicycling to school and the distances they are travelling. Surveys help determine why parents do or do not allow their students to walk or ride a bicycle to school and what changes might make them more open to the idea. The results of these surveys can be helpful in all of the Five E's. They can also provide a jumping-off point for a task force constructing a plan. Once the plan is in motion, subsequent surveys can help assess if the plan is meeting expectations.

Below is an example parent survey in English. A Spanish version is available in Appendix 5.

Parent Survey About Walking and Biking to School

Dear Parent or Caregiver,
Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results.
Thank you for participating in this survey!

CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

School Name:

1. What is the grade of the child who brought home this survey? ☐☐ Grade (PK,K,1,2,3...)

2. Is the child who brought home this survey male or female? ☐ Male ☐ Female

3. How many children do you have in Kindergarten through 8th grade? ☐☐

4. What is the street intersection nearest your home? (Provide the names of two intersecting streets)

and

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

5. How far does your child live from school?

☐ Less than ¼ mile ☐ ½ mile up to 1 mile ☐ More than 2 miles
☐ ¼ mile up to ½ mile ☐ 1 mile up to 2 miles ☐ Don't know

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

6. On most days, how does your child arrive and leave for school? (Select one choice per column, mark box with X)

Arrive at school	Leave from school
☐ Walk	☐ Walk
☐ Bike	☐ Bike
☐ School Bus	☐ School Bus
☐ Family vehicle (only children in your family)	☐ Family vehicle (only children in your family)
☐ Carpool (Children from other families)	☐ Carpool (Children from other families)
☐ Transit (city bus, subway, etc.)	☐ Transit (city bus, subway, etc.)
☐ Other (skateboard, scooter, inline skates, etc.)	☐ Other (skateboard, scooter, inline skates, etc.)

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

7. How long does it normally take your child to get to/from school? (Select one choice per column, mark box with X)

Travel time to school	Travel time from school
☐ Less than 5 minutes	☐ Less than 5 minutes
☐ 5 – 10 minutes	☐ 5 – 10 minutes
☐ 11 – 20 minutes	☐ 11 – 20 minutes
☐ More than 20 minutes	☐ More than 20 minutes
☐ Don't know / Not sure	☐ Don't know / Not sure

8. Has your child asked you for permission to walk or bike to/from school in the last year? ☐ Yes ☐ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?

(Select a grade between PK,K,1,2,3...) ☐☐ grade **(or)** ☐ I would not feel comfortable at any grade

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)

	☐ My child already walks or bikes to/from school		
☐ Distance	☐ Yes	☐ No	☐ Not Sure
☐ Convenience of driving	☐ Yes	☐ No	☐ Not Sure
☐ Time	☐ Yes	☐ No	☐ Not Sure
☐ Child's before or after-school activities	☐ Yes	☐ No	☐ Not Sure
☐ Speed of traffic along route	☐ Yes	☐ No	☐ Not Sure
☐ Amount of traffic along route	☐ Yes	☐ No	☐ Not Sure
☐ Adults to walk or bike with	☐ Yes	☐ No	☐ Not Sure
☐ Sidewalks or pathways	☐ Yes	☐ No	☐ Not Sure
☐ Safety of intersections and crossings	☐ Yes	☐ No	☐ Not Sure
☐ Crossing guards	☐ Yes	☐ No	☐ Not Sure
☐ Violence or crime	☐ Yes	☐ No	☐ Not Sure
☐ Weather or climate	☐ Yes	☐ No	☐ Not Sure

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?

☐ Strongly Encourages ☐ Encourages ☐ Neither ☐ Discourages ☐ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?

☐ Very Fun ☐ Fun ☐ Neutral ☐ Boring ☐ Very Boring

14. How healthy is walking or biking to/from school for your child?

☐ Very Healthy ☐ Healthy ☐ Neutral ☐ Unhealthy ☐ Very Unhealthy

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

15. What is the highest grade or year of school you completed?

☐ Grades 1 through 8 (Elementary)
☐ Grades 9 through 11 (Some high school)
☐ Grade 12 or GED (High school graduate)
☐ College 1 to 3 years (Some college or technical school)
☐ College 4 years or more (College graduate)
☐ Prefer not to answer

16. Please provide any additional comments below.

Via the National Center for Safe Routes to School

Site Assessments

Site assessments and walking audits provide field knowledge on the state of conditions at and around the school, as well as an understanding of the experience of walking or bicycling to school. This baseline of knowledge is beneficial to the engineering and enforcement elements of a program. Site assessments, like surveys, are most helpful when done at multiple points throughout the project to ensure it is on the right track. Site assessments are discussed in greater detail in the next section.

Example School Site Audit Form

The following site audit should be conducted to help determine walking and bicycling conditions on/adjacent to school property. This audit will help the school to discover potential areas for design improvements and increased safety. Members of the School Traffic Safety Team and the Principal should complete the following audit during prime school hours in order to see how students get to and from school. Please take a map of the school grounds with you on the audit for orientation and note taking. If a map is unavailable, please construct one as you go to help you identify areas for improvements later on in the Safe Routes to School process.

Date: _____ Day: _____ Time: _____ Weather Conditions: _____

1. Student Drop-Off Areas	**YES**	**NO**	**NA**
a. Are they designed so that students exiting or entering cars are protected from other vehicles?			
b. Do they have a continuous raised curb separating vehicles from pedestrians?			
c. Are there accessible curb ramps for wheelchair access?			
d. Do the ramps have tactile warning strips or textured concrete?			
e. Are there posted vehicular signs?			
f. Are there posted pedestrian signs?			
g. Is the area lighted?			
h. Does traffic seem to move freely without congestion and backup?			
i. Please describe additional problems within the student drop-off area in the space provided below.			

2. Bus Loading Zones	**YES**	**NO**	**NA**
a. Are bus driveways physically separated from pedestrian and bicycling routes by raised curbs or bollards?			
b. Are bus driveways physically separated from parent pick-up/drop-off areas?			
c. If the buses are "double-stacked" for drop-off/loading areas, are measures taken for safety of students needing to cross in front or behind the bus?			
d. Is traffic in the bus loading zone one-way?			
e. Does the bus zone meet the minimum width of 24' for drop-off/pull-out lanes?			
f. Is there a continuous curb and sidewalk adjacent to the drop-off/loading area leading into the school site?			

g. Is the bus loading/unloading zone lighted?

h. Please describe additional problem areas regarding the bus loading zone in the space provided below.

3. Sidewalks and Bicycle Routes **YES NO NA**

a. Are current pedestrian and bicycle routes separated from motor vehicles by the use of sidewalks or separated pathways?

b. Are the bicycle routes designated by signage?

c. Are marked bicycle lanes present?

d. Are sidewalks and bicycle paths regularly maintained (free of debris, cracks and holes)?

e. Are there accessible ramps for wheelchair access?

f. Are the sidewalks continuous and without gaps?

g. Do the ramps have tactile warning strips or textured concrete?

h. Are the sidewalks lighted?

i. Are the sidewalks used regularly?

j. Please describe additional problem areas regarding the school's sidewalk system and existing bicycle routes in the space provided below.

4. Adjacent Intersections (intersections near school property) **YES NO NA**

a. Are there high volumes of automobile traffic?

b. Are there high volumes of pedestrian traffic?

c. Are there painted crosswalks for all crossing directions?

d. Are there curb ramps located at all adjacent intersections?

e. Is there appropriate vehicle signage?

f. Is there traffic control, such as a stoplight or stop signs?

g. Are there pedestrian walk signals?

h. Please describe additional problem areas regarding these intersections in the space provided below.

5. Sight Distance (clear views between motorists and pedestrians) **YES NO NA**

5. Sight Distance (clear views between motorists and pedestrians) YES NO NA

a. Are desirable sight distances (visibility is free of obstructions) provided at all intersections within the walking zone?

b. Do cars park or wait, blocking the vision of other motorists, bicyclists and pedestrians?

c. Have the placement of fences, walls, dumpsters and the location of parking areas for service vehicles been carefully considered in view of sight distance requirements on the school site?

d. Are there any barriers present that block the viewing of pedestrians and bicyclists (e.g., dumpsters, utility boxes, landscaping, parking areas, ground-mounted signage, building walls)?

e. Please describe additional problem areas that have sight distance obstructions in the space provided below.

6. Traffic Signs, Speed Control, Signals and Pavement Markings YES NO NA

a. Are there any School Advance signs, School Crossing signs, School Speed Limit signs, flashing beacons, and No Parking or No Standing signs?

b. Is there an effective school targeted program of traffic enforcement?

c. Is there a designated school zone?

d. Are there any school pavement markings located on roadways adjacent

to or in the vicinity of the school grounds?

e. Are there currently traffic/speed control measures used, such as different pavement surfaces, non-white paint, speed bumps, and speed tables?

f. Please describe additional information regarding adjacent traffic signs, speed control, signals and pavement markings in the space provided below.

Via the Indiana Safe Routes to School Guidebook

Data Collection

Determining and evaluating the frequency of students walking or bicycling to school can provide a baseline for improvements. A form to assess this can be seen below. This assessment can also provide motivation for the task force to increase the number of students walking or bicycling to school. This data should be collected often and at a reasonable interval.

Safe Routes to School Students Arrival and Departure Tally Sheet

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +

School Name: | Teacher's First Name: | Teacher's Last Name:

Grade: (PK,K,1,2,3...) 0 2 | Monday's Date (Week count was conducted) M M D D Y Y Y Y | Number of Students Enrolled in Class: 1 5

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question "**How did you arrive at school today?**"
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question "**How do you plan to leave for home after school?**"
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

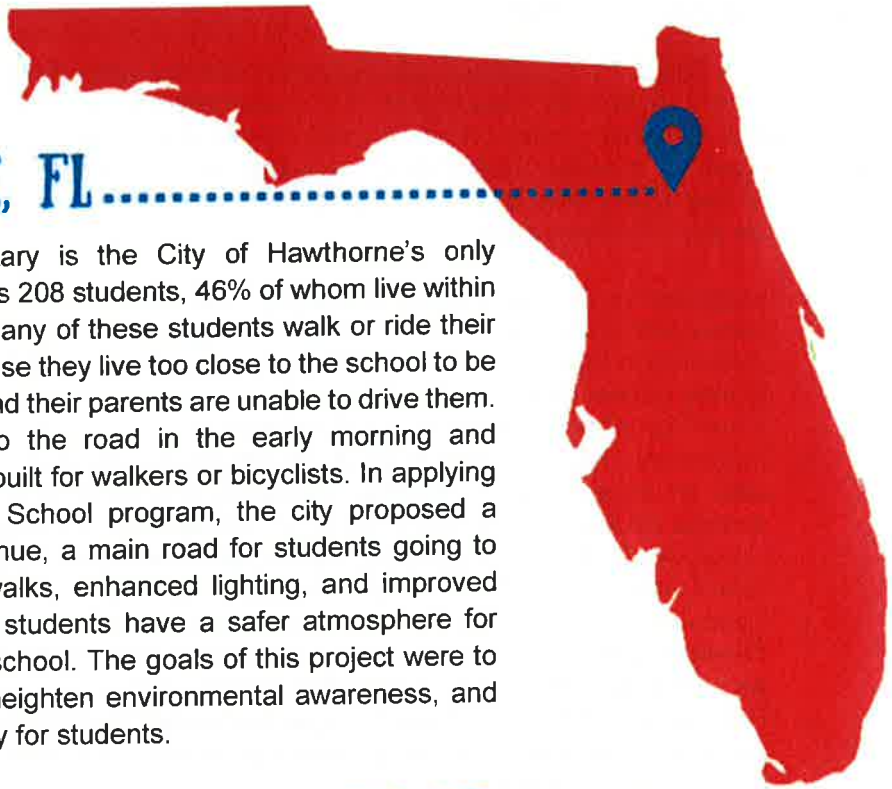
Step 2. **AM** – "**How did you arrive at school today?**" Record the number of hands for each answer. **PM** – "**How do you plan to leave for home after school?**" Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM									
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Via National Center for Safe Routes to School



HAWTHORNE, FL

Chester Shell Elementary is the City of Hawthorne's only elementary school. It has 208 students, 46% of whom live within 2 miles of the school. Many of these students walk or ride their bicycles to school because they live too close to the school to be eligible to ride the bus and their parents are unable to drive them. These students take to the road in the early morning and navigate roadways not built for walkers or bicyclists. In applying to the Safe Routes to School program, the city proposed a change to SE 65th Avenue, a main road for students going to school: extended sidewalks, enhanced lighting, and improved crosswalks so that the students have a safer atmosphere for walking or bicycling to school. The goals of this project were to improve traffic safety, heighten environmental awareness, and promote physical activity for students.

HAWTHORNE'S 5 E'S PLAN

Education: The city will participate in education programs through the Florida Traffic and Bicycle Education Program.

Encouragement: The city will encourage students to walk or bicycle to school as part of a healthy, active lifestyle, and work to make walking and bicycling part of the culture. The city also proposed implementing bike and walk to school days and frequent walker/ bicyclist programs.

Enforcement: Prior to applying for Safe Routes to School, the school resource officer and sheriff's office ensured that drivers followed the rules in school zones, and crossing guards directed pedestrians and vehicles for drop off and pick up. However, these enforcement techniques were not employed on SE 65th Avenue.

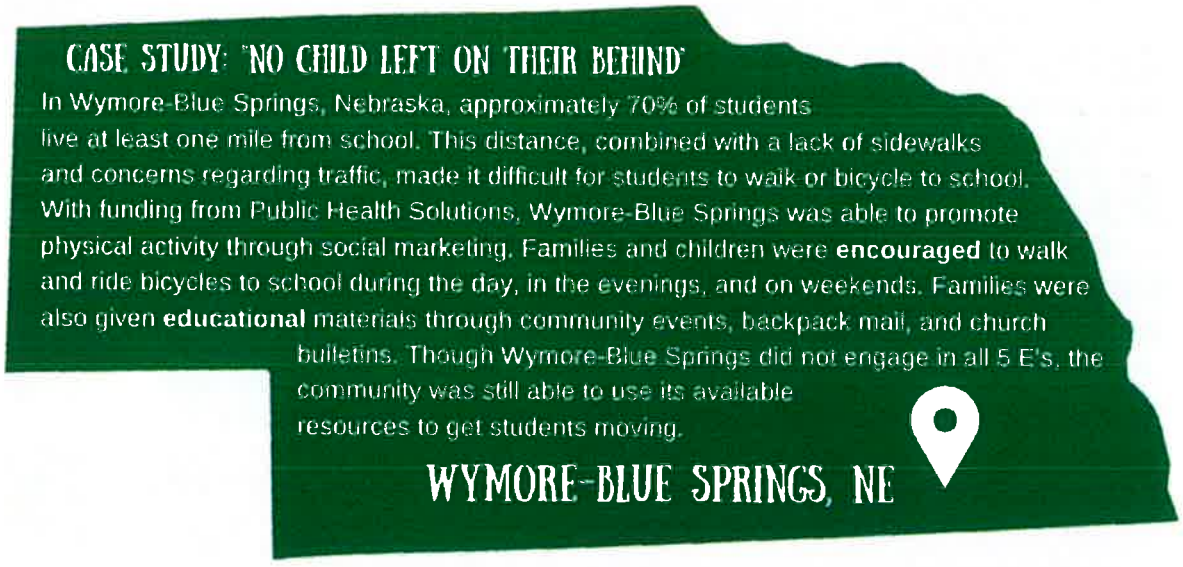
Engineering: A consultant will be retained by the City.

Evaluation: In applying for the Safe Routes to School program, the city proposed a student travel tally and parent survey, with the hope of further evaluation based on the specific initiatives of their Safe Routes to School Committee.

Fort Lauderdale Vision Zero

In 2012, the City of Ft. Lauderdale was found to have the second highest pedestrian fatality rate in the country by the US Department of Transportation's Fatality Analysis Reporting System. Determined to make a change, the City and its residents decided to start their Vision Zero project, with the goal of creating transportation systems with zero crash-related fatalities or serious injuries. While Vision Zero is a distinct program from Safe Routes to School, the two programs both utilize the 5 E's framework:

- Engineering: The City intends to develop "Complete Streets", which will create safe and convenient environments for all forms of transportation, thus allowing community members to rely less on cars. Traffic calming measures will be put into place and work to slow drivers down, thus creating safer environments for walking and biking students, as well as other members of the community
- Education: The City hopes to teach citizens of all ages and abilities the best practices of safe city street usage, so that the community may share the roads. Vision Zero has multiple education programs in place just for students. One such program is the University of Miami's WalkSafe Program, which works with schools to teach pedestrian safety skills to school-age children through in-class and hands-on lessons.
- Encouragement: The city plans special events, such as Walk to School Days and Family Fun Rides, to get the community excited about walking and bicycling and to demonstrate the possibilities of walking and bicycling
- Enforcement: The city intends to target high-crash corridors and identified speeding zones in order to address unsafe behaviors in a focused way, through emphasis on awareness and education.
- Evaluation: The city will collect and analyze data using tools such as the Parent Survey, as well as conduct yearly Neighbor Surveys to determine the success and perception of various strategies.



STORY COURTESY OF THE SAFE ROUTES TO SCHOOL NATIONAL PARTNERSHIP

CREATING A SAFE ROUTES TO SCHOOL PLAN

1. Assemble Your Task Force

Schools participating in a Safe Routes to School project can benefit greatly from assembling a team. The purpose of the team is to organize the project, set realistic timelines, and carry out tasks. Assembling a team allows for community participation in the development and implementation of projects and programs and can help build excitement for Safe Routes to School. Having a team with members from many different areas of the community is great for a Safe Routes to School project. Below is an example team:

THE 5 E'S TASK FORCE

EDUCATION

WHO: Principal and teachers from the project's school

TASK: Principals can ensure that Safe Routes to School events are compatible with a school's schedule and curriculum. Having the school principal on board can also help in applying for funding, as a letter of support (such as the example in Appendix 3) can bolster an application. Teachers can incorporate Safe Routes to School into their lesson plans to reinforce the ideas with students.

ENCOURAGEMENT

WHO: PTA members and school staff

TASK: PTA members can help organize and run encouragement events. Some events, such as the walking school bus, rely heavily on volunteers, and PTA members can fill that space. Involved PTA members could also encourage other parents to support the Safe Routes to School program, as well as provide local knowledge. School staff can motivate students, remind students about Safe Routes to School events, and, if able, set an example by walking or bicycling to school themselves.

ENFORCEMENT

WHO: Local law enforcement

TASK: The person or people in this role can increase patrol efforts and focus on speeding and other dangerous driving practices in the vicinity of the school.

ENGINEERING

WHO: A traffic or transportation engineer from local or city government

TASK: The person or people in this role would work with the community to determine what infrastructure improvements are needed as well as determine potential options for the improvements.

EVALUATION

WHO: City employees and school officials

TASK: This role is for persons capable of collecting data before, during, and after the project. Knowledge and access to data, which city and school officials have, are beneficial for this role. For example, law enforcement can provide data on speeding issues, and city officials, school employees, and volunteers can conduct site assessments.

2. Assess the Existing Conditions, Identify the Issues

To set the goals of your Safe Routes to School program, the issues that your project will address need to be determined. Prior to conducting assessments, interviewing the community is beneficial for understanding the local context and tailoring the assessments. This can take the form of surveys, which help determine why families use their chosen transportation means, why students do or do not walk or ride a bicycle to school, and what can be done to change attitudes. To help in this, the National Center for Safe Routes to School has developed a parent survey, which can be found in the "Evaluation" section.

Once surveys have been conducted and local context is understood, site assessments can be done. In a site assessment, hazardous walking conditions within 2 miles of the school are identified. Tallies or counts of how many students walk or ride their bicycle to school, as well as the routes they use, are taken. Forms for these tasks can be found in the "Evaluation" section. Security and safety concerns in those areas are noted. Alternative routes are identified, as well as their needed improvements. The results of these assessments can set a baseline to improve upon, and are helpful in filling out Section 4 of the Florida Safe Routes to School Infrastructure Application.

It is beneficial to involve many partners – including adults, neighbors, and students—in this step. Their local knowledge is invaluable, and they can help in conducting certain assessments. This step overlaps heavily with the Evaluation element discussed previously.

The findings from site assessments can be visualized through maps. These maps can show traffic patterns, highlight sidewalks and crosswalks, and identify any issues found during site assessments. There are many possibilities with maps and mapping software, and all of them are helpful in visualizing existing conditions and potential improvements. Technical assistance with

mapping software may be available from a local county or municipal planning agency, or from a metropolitan planning organization assisting with the program. These maps can provide an excellent starting point in identifying the goals and visions of a Safe Routes to School program, as well as encourage the team by visually showing change.

MAPPING FOR SAFE ROUTES TO SCHOOL

Mapping technology is a powerful tool for assessing the built environment. Safe Routes to School projects can use maps in many ways. Some of the most common uses for maps in a Safe Routes to School project include outlining the safest routes for students to take to school, determining the feasibility of students walking or bicycling to school, and highlighting good and/ or bad infrastructure. If the tools used by planning agencies and organizations are not available to you, there are many free tools available, including:

- **Google Earth**: a computer program that provides 3D visual renderings of the Earth via satellite imagery
- **Google Earth Engine:** an online platform that allows users to conduct geospatial analysis
- **Google Maps:** a webmapping service that offers satellite imagery, street views, and street maps
- **QGIS:** a free and open-source GIS application
- **Florida Geographic Database Library:** a collection of geospatial data compiled by the University of Florida's GeoPlan Center with support from the Florida Department of Transportation

Social media can offer a great supplement to mapping. Shared geotagged photos would provide a visual and geographic record of conditions and could also help with community encouragement and involvement.

3. Identify Goals and Visions

Once the existing conditions have been assessed and the issues have been identified, it is time to establish a project vision and determine goals that work towards that vision. Every community is unique, and thus every Safe Routes to School program is unique, too. Goals may focus on the education, engineering, enforcement, and/ or encouragement elements. A timeline for these goals should be established. Responsibility for each goal should be assigned to members of the task force. Resources for each goal should be made clear. In pursuing and accomplishing these goals, it is important to check in and evaluate regularly to ensure that goals are still on track and still achieving their intention.

FUNDING

The Safe Routes to School infrastructure program is 100% funded and managed through the Florida Department of Transportation on a cost-reimbursement basis. The Florida Department of Transportation encourages all communities with Safe Routes to School projects to apply for a Florida Safe Routes to School grant.

CONCLUSION

The benefits of Safe Routes to School are far-reaching. Enabling students to walk or ride bicycles to school can lead to improvements in students' health, improvements in academic performance, improvements in environmental conditions, and improvements to the community in many other ways. This toolkit is intended to aid the user in successfully bringing a Safe Routes to School program to their community. By using the 5 E's and applying the steps to creating a Safe Routes to School plan to their local context, the user can put their community on a path towards reducing traffic congestion, increasing physical activity for children and young adults, and increasing the number of students walking and bicycling to school.

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RESOURCES

For further reading, see:

- The Florida Department of Transportation Safe Routes to School resource website: http://www.srtsfl.org/
- The National Center for Safe Routes to School: http://www.saferoutesinfo.org/
- The Safe Routes to School National Partnership: https://www.saferoutespartnership.org/
- The Safe Routes to School Guide: http://guide.saferoutesinfo.org/index.cfm
- Walk and Bike to School: http://www.walkbiketoschool.org/
- UF Center for Health and the Built Environment Safe Routes to School Technical Assistance Program: https://dcp.ufl.edu/saferoutes/
- Florida Traffic and Bicycle Safety Education Program: http://hhp.ufl.edu/safety/
- An Organizer's Guide to Bicycle Rodeos: http://www.bike.cornell.edu/pdfs/Bike_Rodeo_404.2.pdf

APPENDIX 1: Healthy Heart Talking Points

SAFE ROUTES TO SCHOOLS
MARIN COUNTY

Heart Healthy Talking Points

General Health

- "Today's kids may be the first generation in history whose life expectancy is projected to be less than that of their parents." *Dr David Katz, Yale public-health expert*
- New Federal guidelines now recommend that people should exercise at least 30 minutes daily to cut the risk of chronic disease and children should exercise 60 minutes a day. To prevent weight gain it should be 60 minutes and to maintain weight loss, it should be 60 to 90 minutes.

Exercise and Youth

- In most gym classes, kids are aerobically active for just 3 minutes. *Time Magazine June 7 2004*
- In the years that P.E. has declined, the nation has seen big increases in attention deficit disorder and childhood depression. *Time*
- **Walk and Talk** Instead of sitting at the table to do homework, take a walk with your child while practicing spelling words, multiplication tables or geography facts. *U.S. Department of Health and Human Services Centers for Disease Control and Prevention*
- Fewer than one in four children report getting 20 minutes of vigorous activity every day of the week, and less than 25 percent get any type of daily physical activity. At all grade levels, girls, get fewer hours of exercise per week than boys, and as children advance through high school, their level of participation drops off. *Shape the Nation, National Association for Sport and Physical Education NASPE 2001*

Disease Prevention

- Poor diet and physical inactivity could soon overtake tobacco as the leading cause of preventable death in the U.S. *Journal of American Medical Assoc. March 2004*
- Exercising and maintaining a healthful weight when young can delay the onset of breast cancer in women at very high risk of the disease – Women who exercised actively when they were young – even just walking a lot, and maintained a healthful weight through the age of 21 were somewhat protected from breast cancer . *Science Magazine study by the Memorial Sloan-Kettering Cancer Center*

More ☞

Physical Fitness

- Americans run only 25% of all errands by foot, a drop of 42% in the past 20 years. 75% of all trips are less than a mile from home.

- A study recently released by the California Department of Education (CDE) shows a distinct relationship between academic achievement and the physical fitness of California's public school students.

  "This statewide study provides compelling evidence that the physical well-being of students has a direct impact on their ability to achieve academically," said Diane Eastin, State Superintendent of Schools. "We now have the proof we've been looking for: students achieve best when they are physically fit."

- Physical activity is often limited to specific sports or games. In order for children to learn to love physical activity, it is necessary to provide a variety of options so that children can choose the activity they most want to learn and enjoy.

- 70% of children watch at least one hour of TV each day. 35% watch five hours or more. In Marin, 23% of Marin children ages 5-17 spend 3 or more hours on a typical **weekday** watching television or videos, or playing video games on TV. It rises to 47% for **weekend** days where the average is 2.6 hours. *Marin County Health Survey*

Obesity

- 34% of Marin County Children 2-17 are overweight at risk/or are obese. Boys 12-17 have a bigger problem than girls. Hispanic and low income families are particularly at risk. *Marin County Health Survey*
- Being overweight and obsess can lead to Type 2 diabetes, heart disease, and cancer of the colon, breast, uterus, and other cancers. There is an alarming increase in Type 2 diabetes in children.
- Watching less than 10 hours of TV weekly and engaging in brisk walking at least half an hour daily reduced the obesity and diabetes risks by 30 percent and 43 percent respectively. *Journal of American Medical Assoc.*
- For every hour people spend in their cars, they are 6% more likely to be obese. For every ½ mile they walk in a day they are 5% less likely to be obese. If they live in a mixed –use environment (one In which there are shops and services near their homes, they are 7% less likely to be obese. *Survey done in Atlanta, by Lawrence Frank, professor at University of British Columbia.*
- $117 billion a year – total medical tab for illnesses related to obesity – *U.S. Surgeon General*

Compiled by Safe Routes to Schools, a program funded by the Transportation Authority of Marin, and implemented by the Marin County Bicycle Coalition.
P.O. Box 1115, Fairfax, CA 94978
(415) 456-3469
www.safeoutestoschools.org

APPENDIX 2: Letter Home to Parents

SRTS Kick-off meeting Letter

Example Safe Routes to School Task Force Invitation Letter

[Date]

Dear,

You are invited to join [Community or School Name] in starting a Safe Routes to School Program. Safe Routes to School Programs across Indiana and the country have helped create safer walking and bicycling routes near schools so parents/guardians feel comfortable allowing their children to walk and bicycle to school. This allows children to lead more active and healthier lifestyles. It also helps reduce traffic volume and congestion near schools.

Your assistance is needed to start a Safe Routes to School Program here. Join other interested school and community members for an informational meeting on [date] at [time]. The meeting will be held at [location]. For more information and to RSVP, please contact [name] at [phone number] or [email address].

Thanks for your help.

Sincerely,

[Name]

[Address]

APPENDIX 3: Support Letter from Principal

Chester Shell Elementary

21633 SE 65th Avenue Hawthorne, Florida (352) 481-1901

Ms. Sarita Taylor
Safe Routes to School Coordinator
Florida Department of Transportation
605 Suwannee Street MS-17
Tallahassee, FL 33399-0450

Re: Safe Routes to School (SRTS) Application

Dear Ms. Sarita Taylor:

This letter is to express my support for the Safe Routes to Schools (SRTS) application for an infrastructure project at Shell Elementary School in the city of Hawthorne in Alachua County. This project involves the construction of a sidewalk, crosswalks, and lighting on SE 65th Avenue. We see the addition of these improvements as a way to enhance safety for walkers and bikers as they travel to and depart school.

Shell Elementary students arrive to school in a variety of ways, as we serve a large geographic zone. We do have a large portion of students living within walking and biking distance of our school. Many of these students must walk or bike to school as they are too close to the school to be eligible to ride a bus, and their parents are unable to bring them to school. Our bikers and walkers must leave their houses at dawn, making travel on a roadway very unsafe. We serve small children (grades PK-5), and these children should not be forced to share the roadway with motor vehicles. I feel these unsafe conditions make this project ideal for SRTS funding. Please consider our community and its children when making your decision.

Sincerely,

Holly Burton

Holly Burton, Principal
Shell Elementary School

APPENDIX 4: Walk to School Day Invitation/ Proclamation

via Walk & Bike to School

APPENDIX 5: SRTS Parent Survey – Spanish

Encuesta sobre ir caminando o andando en bicicleta a la escuela
- PARA PADRES -

Estimado Padre o Encargado,
La escuela donde su hijo/hija asiste desea saber sus opiniones sobre niños caminando y andando en bicicleta a la escuela. Esta encuesta tomará entre 5 y 10 minutos para completar. Le pedimos a las familias que completen sólo una encuesta por escuela a la que asisten sus niños. Si recibe más de un formulario de la misma escuela, por favor complete solo una encuesta, la del niño que cumpla años en la fecha más próxima al día de hoy.

Después de completar esta encuesta, devuélvala a la escuela a través de su hijo o entréguesela a la maestra. Sus respuestas se mantendrán confidencial y no se asociará su nombre ni el de su hijo a ningún resultado.
¡Gracias por participar en esta encuesta!

+ LETRA MAYUSCULA SOLAMENTE USE TINTA AZUL O NEGRA +

Nombre de la Escuela:

1. ¿En qué grado esta el niño que trajo esta encuesta al hogar? ☐☐ Grado (PK,K,1,2,3...)

2. ¿El niño que trajo a casa la encuesta es niño o niña? ☐ Niño ☐ Niña

3. ¿Cuántos niños tiene usted entre Kindergarten y el 8vo grado? ☐☐

4. ¿Cuál es la intersección más cerca de su casa? (el cruce de las dos calles)

Y

+ ¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X" +

5. ¿A qué distancia vive su niño de la escuela?

☐ Menos de 1/4 milla ☐ media milla hasta 1 milla ☐ Más de 2 millas
☐ Entre 1/4 y ½ milla ☐ Entre 1 y 2 millas ☐ No lo sé

6. La mayoría de los días, ¿cómo va su niño a la escuela y cómo regresa a la casa después de la escuela?

Llega a la escuela	Regresa a casa
☐ Caminando	☐ Caminando
☐ Bicicleta	☐ Bicicleta
☐ Autobús escolar	☐ Autobús escolar
☐ Vehículo de la familia (solo con niños de la familia)	☐ Vehículo de la familia (solo con niños de la familia)
☐ Compartiendo el viaje en auto con niños de otras familias	☐ Compartiendo el viaje en auto con niños de otras familias
☐ Tránsito (autobús de la ciudad, subterráneo, etc.)	☐ Tránsito (autobús de la ciudad, subterráneo, etc.)
☐ Otro (patineta, monopatín, patines, etc.)	☐ Otro (patineta, monopatín, patines, etc.)

+ ¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X" +

7. ¿Cuánto tiempo le toma a su niño para ir y regresar de la escuela? (una respuesta por columna con una "X" en la caja)

Tiempo del recorrido a la escuela	Tiempo del recorrido para llegar a casa
☐ Menos de 5 minutos	☐ Menos de 5 minutos
☐ 5 a 10 minutos	☐ 5 a 10 minutos
☐ 11 a 20 minutos	☐ 11 a 20 minutos
☐ Más de 20 minutos	☐ Más de 20 minutos
☐ No lo sé / No estoy seguro/a	☐ No lo sé / No estoy seguro/a

+ +

8. ¿En el último año, le ha pedido permiso su hijo para caminar o andar en bicicleta hacia o desde la escuela? ☐ Sí ☐ No

9. ¿En qué grado permitiría que su hijo camine o ande en bicicleta solo a/o de la escuela?

(seleccione un grado entre PK,K,1,2,3...) ☐☐ grado **o** ☐ No me sentiría cómodo/a en ningún grado

¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"

10. ¿Cuáles de las siguientes situaciones afectaron su decisión de permitir, o no permitir, que su niño camine o ande en bicicleta hacia o desde la escuela? (marque todas las que correspondan)

11. ¿Probablemente dejaría que su hijo caminara o usara la bicicleta para ir a /regresar de la escuela si este problema cambiara o mejorara? (elija una respuesta por línea)

	Mi hijo(a) ya viaja a pié o en bicicleta a/desde la escuela		
☐ Distancia	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Conveniencia de manejar	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Tiempo	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Actividades antes o después de la escuela	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Velocidad del tránsito en la ruta	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Cantidad de tránsito en la ruta	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Adultos que acompañen a su niño	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Aceras o caminos	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Seguridad de las intersecciones y cruces	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Guardias de cruce peatonal	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Violencia o crimen	☐ Sí	☐ No	☐ No estoy seguro/a
☐ Tiempo o clima	☐ Sí	☐ No	☐ No estoy seguro/a

¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"

12. En su opinión, ¿cuánto apoyo provée la escuela de su hijo a caminar y usar la bicicleta para ir o regresar de la escuela?

☐ Anima Fuertemente ☐ Anima ☐ Ni uno ni otro ☐ Desalienta ☐ Desalienta Fuertemente

13. ¿Qué tan DIVERTIDO es caminar o andar en bicicleta hacia o desde la escuela para su niño?

☐ Muy Divertido ☐ Divertido ☐ Neutral ☐ Aburrido ☐ Muy Aburrido

14. ¿Qué tan SANO es caminar o andar en bicicleta hacia o desde la escuela para su niño?

☐ Muy Sano ☐ Sano ☐ Neutral ☐ Malsano ☐ Muy Malsano

¿Cómo llenar este formulario?: Escriba en letras MAYUSCULAS. Marque las cajas con "X"

15. ¿Cuál es el grado o el año más alto de educación que usted terminó?

☐ Grados 1 a 8 (Escuela primaria)
☐ Grados 9 a 11 (alguna High School/secundaria)
☐ Grado 12 o GED (graduado High School/secundaria)
☐ Universidad 1 a 3 años (alguna universidad o escuela técnica)
☐ Universidad 4 años o más (graduado de la universidad)
☐ Prefiero no contestar

16. Por favor proporcione comentarios adicionales:

Via the National Center for Safe Routes to School

APPENDIX 6: Sample of Awarded SRTS Application

SAMPLE

FLORIDA SAFE ROUTES TO SCHOOL

FLO[illegible] SCHOOL [illegible]CATION

SECTION 1 – SCHOOL, APPLICANT, MAINTAINING AGENCY & M/TPO INFORMATION

Notes: Signatures confirm the commitment of the School, Applicant and Maintaining Agency to follow the Guidelines of the Florida's Safe Routes to School Program. The School is responsible for the parent's surveys and student tallies before and after the project is built. It is also responsible for promoting safe walking and biking to and from school. The Maintaining Agency is generally responsible for entering into a Local Agency Program (LAP) agreement with the FDOT to design, construct, &/or maintain the project. Districts have the option to design and/or construct it, but the Maintaining Agency is always responsible for maintaining the project. Check with your District to see how they are handling these issues.

SCHOOL INFORMATION

SCHOOL NAME: Sabal Palm Elementary School

SCHOOL ADDRESS: 2813 Ridgeway Street

COUNTY: Leon **CITY:** Tallahassee **ZIP:** 32310

TYPE: Elementary **CONGRESSIONAL DISTRICT:** 2nd

PRINCIPAL'S NAME: Anicia Robinson
(Printed)

PHONE #: 850-488-0167 **EMAIL:** robinsona2@leonschools.net

PRINCIPAL'S SIGNATURE: Anicia R. Robinson **DATE:** 12/12/19

APPLICANT INFORMATION

APPLICANT: Eric Gooch, P.E. **TITLE:** Program Engineer

NAME OF APPLICANT AGENCY/ORGANIZATION: City of Tallahassee Underground Utilities and Public Infrastructure (UUPI)

APPLICANT AGENCY/ORGANIZATION TYPE: Mainaining Agency

APPLICANT: Eric Gooch, P.E. **TITLE:** Program Engineer

MAILING ADDRESS: 300 South Adams Street, Box A-18

CITY: Tallahassee **STATE:** FLORIDA **ZIP:** 32301

PHONE #: 850-891-2858 **E-MAIL:** Eric.Gooch@Talgov.com

SIGNATURE: [signature]
Applicant **DATE:** 12/18/2019

I attended the SRTS workshop and have reviewed this application for completeness.

ATTENDEE'S SIGNATURE: [signature] **DATE:** 12/18/2019

SAMPLE

MAINTAINING AGENCY INFORMATION

MAINTAINING AGENCY 1 City ☒ County ☐ Florida Department of Transportation ☐ District ___

NAME OF MAINTAINING AGENCY: City of Tallahassee UUPI **DUNS #:** 07-324-5193

CONTACT PERSON: Steve Shafer **TITLE:** Assistant General Manager UUPI

MAILING ADDRESS: 300 South Adams Street, Box A-18

PHONE #: 850-891-2855 **E-MAIL:** Steve.Shafer@Talgov.com

CITY: Tallahassee **STATE:** FLORIDA **ZIP:** 32301

Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.

SIGNATURE: _____ **DATE:** 12/18/19

MAINTAINING AGENCY 2 City ☐ County ☐ Florida Department of Transportation ☐ District

NAME OF MAINTAINING AGENCY: _____ **DUNS #:** _____

CONTACT PERSON: _____ **TITLE:** _____

MAILING ADDRESS: _____

PHONE #: ( ) - **E-MAIL:** _____

CITY: _____ **STATE:** FLORIDA **ZIP:** _____

Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.

SIGNATURE: _____ **DATE:** _____

METROPOLITAN/TRANSPORTATION PLANNING ORGANIZATION (M/TPO) SUPPORT

If the city or county is located within an MPO/TPO urban area boundary, the MPO/TPO representative must fill in the required information below, to indicate support for the proposed project:

NAME OF MPO: Capital Regional Transportation Planning Agency

CONTACT PERSON: Greg Slay **TITLE:** Executive Director

MAILING ADDRESS: 300 South Adams Street, Box A-19

CITY: Tallahassee **STATE:** FLORIDA **ZIP:** 32301

PHONE #: 850-891-8630 **E-MAIL:** mailto:greg.slay@crtpa.org

SIGNATURE: _____ **DATE:** 12-19-19

FLORIDA SAFE ROUTES TO SCHOOL

SECTION 2 – ELIGIBILITY AND FEASIBILITY CRITERIA

Notes:** This section will help FDOT determine the eligibility and feasibility of the proposed project. **Except for the questions in 2A-2C below answering "No" does not constitute elimination from project consideration. You must fulfill requirements in 2A-2C below before applying!

A1. Has a school-based SRTS Committee (including school representation) been formed? ☒ Yes ☐ No

A2. Has at least <u>one</u> meeting of this committee been held? Attach sign in sheet & minutes ☒ Yes ☐ No

A3. Public notification of SRTS meeting? ☒ Yes ☐ No

B1. Does the school agree to provide required data before and after the project is built, using the NCSRTS <u>Student In-Class Travel Tally</u> and <u>Parent Survey</u> forms at <u>http://saferoutesdata.org/</u> following the schedule provided by the District? ☒ Yes ☐ No

B2. Have you attached the National Center's data summary for the <u>Student In-Class Travel Tally</u> and <u>Parent Survey</u> forms to this application? ☒ Yes ☐ No

B3. Are the <u>Student In-Class Travel Tally</u> and Parent Survey data summaries attached? ☒ Yes ☐ No

Note: Project planning cannot go forward until public right of way or permanent public access to the land for the proposed project is documented to the District.

C. Have you provided either survey/as-builts or right of way documentation that provides detail to show that adequate right of way exists for proposed improvement? ☒ Yes ☐ No

D. Is the Maintaining Agency Local Agency Program (LAP) Certified? (currently qualified & willing to enter into a State agreement requiring the agency to design, construct, and/or maintain the project, abiding by Federal, State, & local requirements?) ☒ Yes ☐ No

If *No*:

Are they willing to become LAP Certified? ☐ Yes ☐ No

If the agency is not willing to become LAP Certified, explain how this project could be built without this certification: N/A

E. Who do you propose to be responsible for each phase of the project?

Design:	☒ City	☐ County	☐ Other, Including FDOT (Explain below)
Construction:	☒ City	☐ County	☐ Other, Including FDOT (Explain below)
Maintenance:	☒ City	☐ County	☐ Other, Including FDOT (Explain below)

If you checked ***Other, including FDOT*** for any of the above, please explain the responsible party for each phase, including who you have been talking to about this: N/A

F. Is the County/City willing to enter into an agreement with FDOT to do the following, if the District decides this is the best way to get the project completed:

Install and/or maintain any traffic engineering equipment included in this project? ☒ Yes ☐ No

Construct and maintain the project on a state road? ☐ Yes ☐ No ☒ N/A

G. Public Support - *Explain your public information or public involvement process below. You may attach up to six unique letters, on official letterhead, from groups indicated below. The letters should indicate why and how the authors can support the proposed project at the affected school. <u>Failure to provide documentation of public involvement activities directly with affected property owners is grounds for an application to be excluded from consideration</u>.*

What neighborhood association or other neighborhood meetings have been held to inform neighbors directly affected by this proposed project and the reaction?

<u>The CRTPA completed an extensive SRTS study in August of 2014 for every school in Leon County. During this process, there were on-site meetings and school campus inventories completed with school representatives. Neighborhood field reviews were completed and public meetings were held to solicit comments from and provide information as part of the process.</u>

<u>More recently, letters of notification were sent to the neighbors that will be directly affected by this project. In addition, the notification letter was sent to the Mabry Manor Neighborhood Association via the City of Tallahassee Neighborhood Affairs Department. At the time of this application, there has been no feedback, positive or negative, regarding the proposed sidewalk projects.</u>

What PTA/PTO/school meetings have been held to inform parents and school staff about this project and the reaction?

<u>This project was discussed at the October 10, 2019 District Advisory Council (DAC). The DAC's function is to facilitate communication among the school system, parents, students, and community. The DAC also informs and advises the Superintendent and School Board regarding school/community needs, interests, and concerns. There was a very positive reaction from the school board members and the community members that a proactive approach was being taken to attempt to secure funding to accelerate a key sidewalk project that will provide a better route for those children and families that walk to school. Additionally, a presentation was made at the October 22, 2019 Leon County School</u>

SECTION 2 – ELIGIBILITY AND FEASIBILITY CRITERIA

Board Meeting. The reaction from the meeting was very supportive of the projects and the school board emphasized they would like to help in any way.

Letters of support from the school principal and the school board are included in this submittal.

Explain what other public meetings have been held, such as Metropolitan Planning Organizations, Regional Planning Councils, Citizens' Advisory Committees, Bicycle/Pedestrian Advisory Councils and Community Traffic Safety Teams and the reaction?

The CRTPA completed an extensive SRTS study in 2014 for every school in Leon County, which was used to select this potential sidewalk project. Additionally, a meeting occurred on October 4, 2019 that included representatives from the CRTPA, City of Tallahassee, Leon County, Leon County School Board, and FDOT. The CRTPA and the other representatives present at the meeting were very supportive of the projects selected for submittal.

Explain what articles or letters to the editor have been written for newspapers, etc. and the reaction:
None have been submitted

Please indicate whether you have attached letters of support from Law Enforcement or other individuals or groups not previously mentioned: ☐ Yes ☒ No

H. If the proposed project has been identified as a priority in a Bicycle/Pedestrian or other Plan, or is a missing link in a pedestrian or bicycle system, please explain:

The four (4) streets identified in the Sabal Palm Sidewalk project were all identified in the CRTPA SRTS report as offsite infrastructure improvements to enhance walking and bicycling safety to Sabal Palm Elementary School. This project will construct sidewalks on portions of the four streets providing safe pedestrian routes to Sabal Palm Elementary as follows:

Villamore Avenue from Eisenhower Street to Dale Street- construct a new 710' long sidewalk along north side
Dale Street from Villamore Avenue to Ridgeway Street- construct a new 740' sidewalk along west side
Ridgeway Street from Harris Street to Eisenhower Street- construct a new 330' sidewalk on the south side
Harris Street from Entrance to Meadows Mobile Home Community to Ridgeway Street- construct a new 150' long sidewalk on the east side

In addition, Villamore Avenue has been identified as a top priority on the City of Tallahassee Sidewalk Priority List and is currently listed as priority number 9 out of 284. The sidewalk ranking process was adopted by the City of Tallahassee Comission and is based factors including safety, latent and existing demand, connectivity, new access, and school access. Dale Street and Ridgeway Street are also on the list as priority numbers 162 and 239, respectively.

I. Is this project in a Rural Economic Development Initiative (REDI) community? ☐ Yes ☒ No

FS defines a rural community as: A county with a population of 75,000 or less; A county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less; or Any municipality with a county as described above.

SECTION 3 – BACKGROUND INFORMATION: FIVE E'S

***Notes:** SRTS is designed to be a comprehensive program. Describe the efforts your school and community have made to address the identified problem through each E so far, and what is planned in the future for each. Each box must be filled in. For more information on the E's, see Florida's SRTS Guidelines and the SRTS Guide: http://www.saferoutesinfo.org/guide/*

1. ENGINEERING

1A. PAST: The attached CRPTA report completed a neighborhood assessment (pg 12-16). This assessment outlines items that are recommended to improve the conditions in the area..	**1B. FUTURE:** The attached CRPTA report outlines off-site recommendations (pg 17-20). The City of Tallahassee is working through the recommendations and fulfilling these recommendations as funding is allocated or as maintenance is required.

2. EDUCATION

If your school has taught or plans to teach the FLSRTS Curricula (http://floridasrts.com/) or other education program, please provide details below:

2A. PAST: All elementary and middle schools have bicycle and pedestrian safety as part of their physical education curriculums. The Leon County School Board (LCSB) works with non-profit agencies to provide additional safety lessons. Leon County EMS also assists with teaching bicycle and traffic safety. The Tallahassee Police Department (TBD) bike squad assists with safety talks to students.	**2B. FUTURE:** The school will continue the programs in place and provide additional literature to send home such as information from the National Safe Routes to Schools Organization.

3. ENCOURAGEMENT

3A. PAST: The TPD bike squad assists students with neighborhood bike rides. The LCSB promotes walk/bicycle to school days.	**3B. FUTURE:** Additional school policies could be implemented that encourage bicycle riding. Options include a parent or school volunteer at the bike rack in the morning and afternoon to assist and check in and out students parking their bikes. Promote using the access on Villamore, which will provide better access to campus for students living south of the school.

4. ENFORCEMENT

4A. PAST: Law enforcement to assist with lowering travel speeds. Speed reader boards and crossing guard.	**4B. FUTURE:** Continue to have law enforcement to assist with lowering travel speeds. Speed reader boards and crossing guards. Fliers to parents that identify unsafe driving behaviors. Additional education to students and parents that teach safe pedestrian and bicycle behaviors.

5. EVALUATION

5A. PAST: Student and parent survey forms from this year have been collected; the results are summarized in this submittal. Additionally, the attached CRPTA report contains and additional summary of surveys from 2014 (pg 7-8 and appendix pg 26-38).	**5B. FUTURE:** Student and parent survey forms will be completed again between 6 months and 1 year after project completion and implementation or as required by the grant.

SECTION 4 – PROBLEM IDENTIFICATION

This section will help us understand your school's situation. If the proposed project includes more than one school, please give the requested information for each school.

A. HAZARDOUS WALKING CONDITIONS

1. Opportunity to resolve a documented hazardous walking condition and eliminate the resultant school busing.
   ☐ Yes ☒ No
   If Yes, please enter the documented date and case number: N/A
   Include a discussion of public support for the project if busing were eliminated:
   N/A

2. Opportunity to eliminate current courtesy busing being done for a perceived hazardous condition. Include a discussion of public support for the project if busing were eliminated:
   N/A

B. Are many students already walking or bicycling to this school in less than ideal conditions? ☒ Yes ☐ No
If Yes:

- Explain more about the number of students affected:
  Ideal conditions would have a sidewalk along all routes within walking distance to the schools. This project would especially affect the large number children who reside in The Meadows Mobile Home Community. These student currently do not have a designated walking path between the Community and the school. Construction of a sidewalk and appropriate signage would increase safety and promote walking to school, as the Community is in very close proximity to the school. Students are currently required to cross the street at an unmarked and unsigned midblock crossing and walk in the roadway or roadside until Eisenhower Street. The sidewalks on Dale Street and Villamore Avenue would also encourage and help protect the 23 students living south of the school to walk or bike on the sidewalk as they currently are required to walk in the road or grass adjacent to the road.
- Explain more about the conditions/obstacles which prevent walking or bicycling to your school:
  Sabal Palm Elementary is located in a neighborhood comprised of higher density single family homes, multifamily homes, and manufactured homes. The immediate neighborhood layout lends itself fairly well to walkability. For the most part, the neighborhood connects in a mostly gridded manner, which contributes to the school's accessibility. Streets are pretty well connected, allowing for multiple route choices to/from school. However, existing sidewalk infrastructure is only available in the neighborhood immediately north of the school while bicycle infrastructure is non-existent. Where sidewalks do exist, they tend to only be available on one side of a street. Speeding vehicles are also a concern. The current speed studies show drivers are traveling at high speeds on Dale Street and Villamore Avenue. Providing a safe/designated walking path outside of the roadway would provide a safer walking and biking environment in the presense of speeders. A recent traffic crash that involved a school age child that occurred at the corner of Eisenhower Street and Ridgeway Street also alerts concern for the lack of sidewalk and well marked and signed crossings for this intersection. The crash occurred on October 25, 2019 and is shown in the crash summary as the last entry.

  Additionally, it was noted by the schools Safety Resource Office (SRO) that the location of a Star Metro bus stops near campus is an issue for children walking and bicycling home. The two stops are located just west of the walker's exit along Eisenhower Street and at the corner of Eisenhower Street & Ridgeway Street. The SRO stated that children may feel uncomfortable walking by these stops due to the behavior, smoking and foul language, occurring there by bus stop patrons and asked that the stops be relocated so that students so not have to pass them directly on their way home. The concerns for neighborhood safety were generally agreed upon by parents from both Kindergarten through 2nd and 3rd through 5th. Survey respondents overall showed concerns for crime.

SECTION 4 – PROBLEM IDENTIFICATION

C. Are enough students living near the school to allow many to walk or bike to school if conditions were improved?

☒ Yes ☐ No

If Yes:

- Explain more about the number of student living near the school and how this relates to the anticipated success of the proposed SRTS project: The walk/bike shed for Sabal Palm Elementary School mostly extends northwest and just south of the school. There is an active railroad line just north of the school that contributes to the northern limits of the walk/bike shed. The area south of McElroy Street and east of Mabry Street are not included in the walk/bike shed due to the presence of few residential land uses. The proposed SRTS project will assist with the walking/bicycling by connecting additional residences to the sidewalk network allowing more students and families to walk and bicycle to school. Information provided from Leon County Schools indicates that a total of 193 students that attend Sabal Palm are within the walk/bike shed identified. Of those 193, 133 live within a half mile radius, 33 live between a half a mile and one mile, and 27 live between one mile and two miles of the school.
  To estimate the number of students that could utilize this route after the proposed improvements, the students living within a 1-mile radius was used. The 1-mile radius was used since that is a reasonable distance to walk for elementary school students. The 2-mile radius would be a reasonable distance for biking. There is potential to add the students living within the 2-mile radius bike/walk shed as potential users of the proposed improvements if the number of students biking to school was able to be increased.
  The surveys showed that there are currently no students biking to school. This number could potentially be increased with the right combination of programs, policies, and infrastructure upgrades. The survey indicates that most students, 69%, at Sabal Palm Elementary are dropped-off by car or riding a school bus. The percentage of children walking is 22%, which is an improvement from earlier surveys. With these improvements, we would provide a safer route to school for those currently walking to school, as well as provide the opportunity to increase the number of students walking.

D. Write a brief history of the neighborhood traffic issues as background for the proposed project:
The traffic issues within the neighborhood are consistent with most local roadways. The streets are typically narrow with curb and gutter. Some streets have a flush shoulder with a roadside ditch, including Villamore Avenue. On-street parking also occurs throughout the neighborhood, even when the roadway is narrow. Pedestrian facilities are rare, especially south of the school. Where sidewalks do not exist, pedestrians are required to walk in the road or along the roadside. Mailboxes, utility poles, trees, parked cars, and other objects create a discontinuous walking path, requiring the pedestrian to navigate these obstructions as well as vehicular traffic. Within the school zone there are flashing lights (i.e., school zone warning lights) located along both Eisenhower Street and Ridgeway Street. There is one designated crossing guard in front of the school on Eisenhower Street.

Speeding has also been noted as a traffic issue in the project area. The speed study noted that the 85th percentile along Dale Street and Villamore Avenue were 10 miles per hour above the posted speed limit. According to the crash study, there is also a large amount of accidents that cite the driver failing to yield to the pedestrian. With the construction of a designated sidewalk, the driver's expectation for pedestrians will increase along with their awareness of pedestrians in the area. In addition, a crash occurred at the intersection of Eisenhower Street and Ridgeway Street that involved a school aged child. Construction of a sidewalk and crosswalk location, as proposed, would improve the safety of this intersection.

The initial parental surveys discussed factors that might influence their decision to allow their child to walk or bike to school. Survey responses indicate some of these such as having a secure place for storing bicycles and enforcing speed limits in school zones were significant issues. Survey respondents showed concerns the behavioral patterns of automobile drivers, generally, in terms of excessive driving speeds.

E. How do the demographics of the school population relate to the anticipated success of the proposed SRTS project? For instance, is there a population of students near the school from a culture which traditionally walks a lot?
Changing neighborhood demographics appears to be one of the primary issues with students' walking and bicycling to school. Housing surrounding the school that becomes occupied by college students, who tend to not have school-aged children will further decrease the number of children living within walking and bicycling distance to school to school. This kind of external factor is often difficult to overcome, at least in the short term.

SECTION 4 – PROBLEM IDENTIFICATION

F. Provide the percent of free or reduced lunch program at the affected school: 81.13%

G. STUDENT TRAVEL DATA:

1. School data: based on the Student In-Class Travel Tally:
   - a. Number of students currently walking to school: 112
   - b. Number of students currently biking to school: 0
   - c. Total currently walking or biking to school (add a & b) 112
   - d. Number of students in this school: 509
   - e. Percent of student in school currently walking or biking to school: (c divided by d): 22%

2. Route Data:
   - a. Number of students from the affected schools living along the proposed route: 193
   - b. Based on (mark all that apply): *Existing School Data: ☒ *Visual Observation Survey: ☐ *Estimates: ☐
   - c. Number of student currently walking or biking along this route: Unknown
   - d. Number of student who could walk or bike along the proposed route after improvements: 166

SECTION 5 – SPECIFIC INFRASTRUCTURE IMPROVEMENT(S) REQUESTED

A. LOCATION

Note: the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools.

Request #1 St. Name: Villamore Avenue	Maintaining Agency: ☒ City ☐ County ☐ State
From: Eisenhower Street	To: Dale Street
Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+	
Request #2 St. Name: Dale Street	Maintaining Agency: ☒ City ☐ County ☐ State
From: Villamore Avenue	To: Ridgeway Street
Project's closest point to school: ☒ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+	

See Attachment for additional project sites: ☒

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations:
There are numerous community amenities located within the projects' proximity such as parks, other schools, universities, and businesses. These include the FSU Sports Complex, Mabry Manor Park, Messer Park, and Innovation Park, which contains the National High Magnetic Field Lab and numerous Florida State University amenities and departments. Messer Park is an active park that contains baseball/softball fields, soccer/football fields, and even a skate park. There are also community services in the area such as Habitat for Humanity, Capital City Youth Services, and Calvary Missonary Baptist Church. These churches, schools, parks, and other amenities are within walking distance of the proposed project, which will benefit the community in all areas of use for bicyclists and pedestrians.

B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH

☐ Continuation of Existing Sidewalk	☒ New Sidewalk
☐ Continuation of Existing Bike Lane	☐ New Bike Lane (includes re-striping or reconstruction)
☐ Continuation of Paved Shoulder	☐ New Paved Shoulder
☐ Continuation of Shared Use Path	☐ New Shared Use Path

Comments: describe below your requests in detail, including location, length, side of road, etc

Request #1: Villamore Avenue: This project will construct a new 710' long sidewalk along the north side of Villamore Avenue from Eisenhower Street to Dale Street, thus providing a safe pedestrian route along this corridor.

Request #2: Dale Street: This project will construct a new 740' long sidewalk along the west side of Dale Street from Villamore Avenue to Ridgeway Street, thus providing a safe pedestrian route along this corridor.

SECTION 5 – SPECIFIC INFRASTRUCTURE IMPROVEMENT(S) REQUESTED

See Attachment for additional project sites: ☒

Describe any other requests:

C. TRAFFIC CONTROLS

Mark all that apply in regard to traffic control devices:

- ☐ We have all necessary traffic control devices (Proceed to E)
- ☐ We need pedestrian signals (features)
- ☒ We need traffic signs
- ☒ We need marked crosswalks
- ☐ We need other school-related signals or beacons
- ☐ We need other school-related signs
- ☒ We need other roadway markings

Describe the existing and needed traffic controls: In the existing condition, there are stop signs with no stop bars or marked crosswalks. A crosswalk sign for a crosswalk on Eisenhower Street exists, but is facing the wrong way. With the construction of the new sidewalks, there will need to be painted crosswalks at stop conditions as well as associated stop bars. Special emphasis crosswalk pavement marking and associated signing are requested for proposed mid-block/non-stop controlled crossings. The incorrectly installed crosswalk sign on Eisenhower Street will be fixed.

D. TRAFFIC DATA

Notes: Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic

St 1: Posted Speed Limit: 25 MPH	Operating Speed: 34 MPH	AADT: 202
St 2: Posted Speed Limit: 25 MPH	Operating Speed: 38 MPH	AADT: 237

SECTION 6 – COST ESTIMATE

This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible as we do not allow contingency.

FDOT District contact in the Estimates Offices can help you with your cost estimate (directory):
Projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria in the Plans Preparation Manual (PPM) and FDOT Design Standards. Projects on local systems must meet the minimum the minimum standards and criteria in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: **https://www.fdot.gov/roadway**

Construction Cost	$236,071.06
Maintenance of Traffic (MOT)	$61,500.00
Mobilization	$19,050.00
Subtotal	$316,621.06
Total Construction Cost	$316,621.06
Professional Engineering Design	$82,841.48
Construction Engineering and Inspection	$19,117.27
GRAND TOTAL	**$420,579.81**

Printed name of person preparing detailed cost estimate: Molly Levesque, P.E. (PE # 80429)

Contact #: 850-891-2862 Email: Molly.levesque@talgov.com

Signature [signature] Date: 12-19-19

SECTION 6B– REQUEST FOR FUNDING COST ESTIMATE

A Request for Funding Cost Estimate must be signed and sealed by P.E. and submitted as part of the application. Please access the accompanying Funding Cost Estimate form #500-000-30b here.

SECTION 7 - SUBMISSION CHECKLIST

Notes: *These will be counted toward total application score.*

- O Application
- O SRTS Meeting Public Notification
- O Meetings Sign in Sheet & Minutes
- O Student In-Class Travel Tally Data Summary
- O Parent Survey Data Summary
- O Proof of Right of Way
- O Letters of Public Support (up to 5)
- O Documentation Affected Homeowners were Notified
- O Documentation of Hazardous Walking Condition (if applicable)
- O Request for Funding Cost Estimate
- O Before Color Pictures (jpg format)
- O Color Project Map Showing School Location
- O Map Showing Existing Conditions
- O Map Showing Proposed Improvements
- O Map Showing Where Students Attending School Live
- O Traffic/Engineering Report Evaluating the Problem (if applicable)
- O Signal Warrants (if applicable)

Sabal ... y Appli ... At ... fo ... ditional Pr...

Section 5- SPECIFIC INFRASTRUCTURE IMPROVEMENTS REQUESTED

A. LOCATION

Request #3

Street Name: Ridgeway Street	Maintaining Agency: City
From: Harris Street	To: Eisenhower Street
Projects Closest Point to School: 0 - ½ mile	

Request #4

Street Name: Harris Street	Maintaining Agency: City
From: Entrance to The Meadows Mobile Home Community	To: Ridgeway Street
Projects Closest Point to School: 0 - ½ mile	

B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH

Request #3

This project will construct a new 330' long sidewalk along the south side of ridgeway street from Eisenhower Street to Harris Street, thus providing a safe pedestrian route along this corridor.

Request #4

This project will construct a new 150' long sidewalk along the east side of Harris Street from the pedestrian entrance to The Meadows Mobile Home Community to Ridgeway Street, thus providing a safe pedestrian route along this corridor.

D. TRAFFIC DATA

Street 3: Ridgeway	Posted Speed: 25 MPH	Operating Speed: 19 MPH	AADT: 182
Street 4: Harris	Posted Speed: 25 MPH	Operating Speed: 16 MPH	AADT: 178

A. Bicycle/Pedestrian Priorities

Table 1
Bicycle/Pedestrian Priorities
Gainesville Metropolitan Area
Fiscal Years 2022-23 to 2026-27

Number	Project	Location	Description
1	Americans with Disabilities Act Modifications	AT: Gainesville Metropolitan Areawide	Modifications to Deficient Sidewalks, Ramps and Transit Stops
2	Archer Road [SR 24]	FM: SW 34 Street [SR 121] TO: SW 16 Avenue [SR 226]	Add Midblock Pedestrian-Actuated Crossings
3	Williston Road [SR 331] @ Downtown Connector Rail-Trail	FM: SE 4 Street TO: SE 12 Avenue	*1. Conduct a speed zone study on from SE 12th Avenue south to SE 4th Street to determine the feasibility of extending the 35 mile per hour speed zone to include the Downtown Connector Rail-Trail crossing;* 2. Conduct a pedestrian signal analysis at the Downtown Connector Rail-Trail crossing; *3. Conduct a line-of-sight analysis of the curve;* 4. Increase visibility of both motorists and trail users; and 5. Analyze options for traffic calming at the crossing. [22,500 AADT]
4	Glen Springs Braid	FM: Gainesville High School TO: NW 34 Street [SR 121]	Construct Bicycle/Pedestrian Trail
5	Gainesville Regional Utilities Right-Of-Way	FM: Depot Park TO: Williston Road [SR 331]	Construct Bicycle/Pedestrian Trail
6	NE 27 Avenue	FM: State Road 222 TO: State Road 26	Construct 8-Foot Multiuse Path on North Side of Roadway
7	Williston Road [SR 331]	FM: Sweetwater Wetlands Park TO: Gainesville-Hawthorne Rail/Trail Connector	Construct Bicycle/Pedestrian Trail
8	SE 8 Avenue	FM: Williston Road [SR 331] TO: Hawthorne Road [SR 20]	Construct Sidewalk
9	NW 143 Street	FM: Newberry Road [SR 26] TO: NW 39 Avenue [SR 222]	Complete Sidewalk Network
10	NW 6 Street Rail/Trail Extension	FM: NW 16 Avenue TO: NW 39 Avenue [SR 222]	Extend the Rail/Trail North to NW 39 Avenue
11	SE 43 Street	FM: Hawthorne Road TO: University Avenue	Pedestrian Modifications
12	SW 24 Avenue	FM: SW 87 Way TO: SW 77 Street	Construct Multi-Use Path
13	NW 45 Avenue	FM: NW 34 Street TO: NW 24 Boulevard	Construct Multi-Use Path - *Preliminary Engineering funding*

Table 1 (Continued)
Bicycle/Pedestrian Priorities
Gainesville Metropolitan Area
Fiscal Years 2022-23 to 2026-27

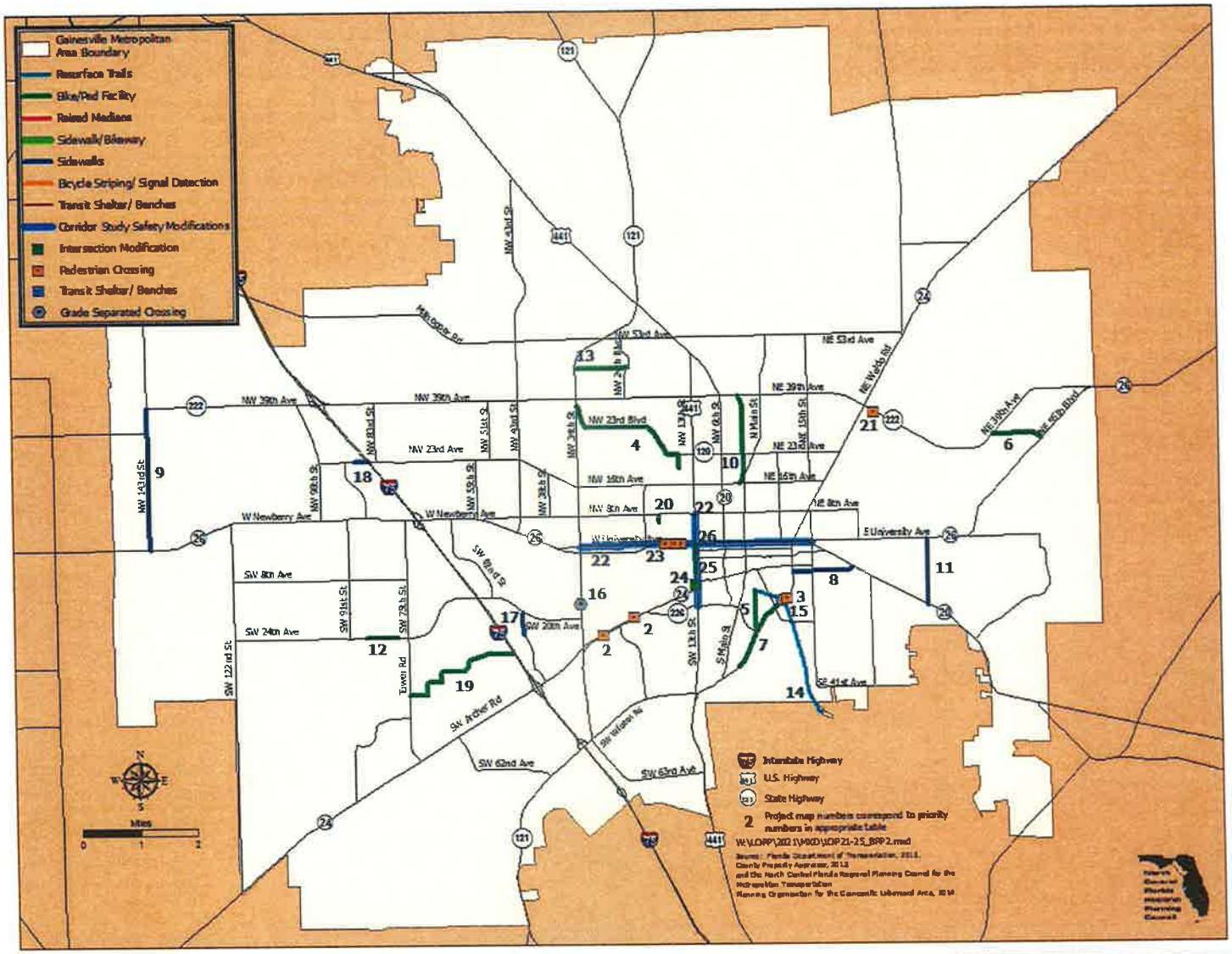
Number	Project	Location	Description
14	Gainesville-Hawthorne Trail	FM: La Chua Trail Entrance TO: Depot Park	Resurface Trail
15	Downtown Connector Rail-Trail Crossing	AT: Williston Road [SR 331]	Construct Grade-Separated Crossing
16	Hull Road	AT: SW 34 Street [SR 121]	Construct Grade-Separated Crossing
17	SW 43 Street	FM: SW 24 Avenue TO: SW 20 Avenue	Construct sidewalks to fill sidewalk gaps
18	NW 23 Avenue	FM: NW 88 Street TO: Interstate 75 Bridge	Construct sidewalk to fill sidewalk gap on south side
19	Archer Braid Trail	FM: Tower Road TO: Interstate 75 Bridge	Construct Multi-Use Path
20	NW 20th Street	FM: NW 7th Avenue TO: NW 8th Avenue	Construct Bicycle/Pedestrian Facility
21	NE 39 Avenue	AT: NE 28 Drive	Install Midblock Crossing
22	W University Avenue [SR 26] W 13 Street [SR 25]	FM: NW 34 Street TO: NE 15 Street FM: SW 16 Avenue TO: NW 8 Avenue	Implement project recommendations provided in the 2021 City of Gainesville-funded HDR corridor study to design and construct safety enhancements that prioritize people.
23	W University Avenue [SR 26]	AT: NW 16 Street AT: NW 17 Street AT: NW 19 Street	Multimodal Emphasis Corridor Study Implementation - Install Enhanced Pedestrian Crossings [29,000 AADT]
24	SW 13 Street [U.S. HWY 441]	AT: Archer Road [SR 24]	Removal of Sliplanes
25	SW 13 Street [U.S. HWY 441]	FM: Museum Drive TO: Inner Road	Construct Offstreet Bike Path
26	SW 13 Street [U.S. HWY 441]	FM: Inner Road TO: W University Avenue	Construct Offstreet Bike Path

Notes: Projects in shaded text are partially funded, as shown in the Transportation Improvement Program.
Project components in *italics* have been completed.

ADA = Americans with Disabilities Act of 1990; AADT = Average Annual Daily Traffic; E = East; FM = From; HWY = Highway; NW = Northwest; RTS = Regional Transit System; SR = State Road; SW = Southwest; UF = University of Florida; U.S. = United States; W = West

Initial Transportation Alternatives Program Priorities were developed by a Technical Advisory Committee and Bicycle/Pedestrian Advisory Board.

Illustration II
Bicycle/Pedestrian Priorities
Fiscal Years 2022-23 to 2026-27



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September 29, 2021

TO: Citizens Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Dr. Kermit Sigmon Citizen Participation Award - 2020

STAFF RECOMMENDATION

Select a recipient for the Dr. Kermit Sigmon Citizen Participation Award for 2020.

BACKGROUND

In 1997, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved the annual Dr. Kermit Sigmon Citizen Participation Award. The purpose of this award is to recognize the dedicated service that many citizens currently contribute to the Metropolitan Transportation Planning Organization planning process.

This award is presented each year to a recipient, selected by the Citizen Advisory Committee, to be recognized for their contribution to the transportation planning process of the community. Below is a listing of past recipients.

Previous Recipients			
1997-	Ruth Sigmon	2009-	Sharon Hawkey
1998-	Perry Maull	2010-	Mayor Mark Goldstein
1999-	South West Alliance for Planning	2011-	Ed Poppell
2000-	Var Heyl and Cindy Smith	2012-	Scott Fox
2001-	Chandler Otis	2013-	Thomas Hawkins
2002-	Gerry Dedenbach	2014-	Ron Cunningham
2003-	Dr. Linda Crider	2015-	Marlie Sanderson
2004-	Dan Burden	2016-	Gainesville Citizens for Active Transportation
2005-	Julia Reiskind	2017-	Joakim "Jay" B. Nordqvist
2006-	Dr. Ruth Steiner	2018-	Charles "Charlie" E. Lane
2007-	Martin Gold	2019-	Penelope "Penny" Wheat
2008-	Mike and Susan Wright		

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September 29, 2021

TO: Citizens Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Dr. Kermit Sigmon Citizen Participation Award - 2021

STAFF RECOMMENDATION

Select a recipient for the Dr. Kermit Sigmon Citizen Participation Award for 2021.

BACKGROUND

In 1997, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved the annual Dr. Kermit Sigmon Citizen Participation Award. The purpose of this award is to recognize the dedicated service that many citizens currently contribute to the Metropolitan Transportation Planning Organization planning process.

This award is presented each year to a recipient, selected by the Citizen Advisory Committee, to be recognized for their contribution to the transportation planning process of the community. Below is a listing of past recipients.

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: State Road 121 (NW 34th Street) Midblock Crossing at Loblolly Park Entrance Query - Status Report

STAFF RECOMMENDATION

For Information Only.

BACKGROUND

During Member Comments of the June 22, 2021 Metropolitan Transportation Planning Organization, a member discussed and suggested a midblock crossing on State Road 121 (NW 34th Street) adjacent to the Loblolly Woods Nature Park entrance. The Florida Department of Transportation has responded to a staff query on the feasibility of a midblock crossing at this location, noting the referral to its traffic operations office (see Exhibit 1).

Attachment

EXHIBIT 1

From: Schwabacher, Mari
To: Mike Escalante
Cc: Taulbee, Karen; Scott Koons; leistnerdl@cityofgainesville.org
Subject: RE: NW 34th Street Midblock Crossing
Date: Wednesday, September 08, 2021 11:37:55 AM
Attachments: image002.png

Mike,

We have forwarded this request to traffic OPS and will keep you updated.

Thanks,

Mari Schwabacher
Gainesville MTPO Liaison
D2 Complete Streets Coordinator
Jacksonville Urban Office
904.360.5647
Florida Department of Transportation, District 2
2198 Edison Avenue MS 2806
Jacksonville, FL 32204

From: Mike Escalante <escalante@ncfrpc.org>
Sent: Thursday, September 2, 2021 11:30 AM
To: Schwabacher, Mari <Mari.Schwabacher@dot.state.fl.us>
Cc: Taulbee, Karen <Karen.Taulbee@dot.state.fl.us>; Koons, Scott <koons@ncfrpc.org>; leistnerdl@cityofgainesville.org
Subject: NW 34th Street Midblock Crossing

At its July 14th meeting, an MTPO member discussed installation of a midblock crossing on State road 121 (NW 34th Street) adjacent to the Loblolly Park entrance. This entrance is just north of the lane convergence area on the north side of W University Avenue.

Can FDOT staff look into the feasibility for such a crossing?

Michael B. Escalante
Senior Planner
North Central Florida Regional Planning Council
2009 NW 67th Place, Gainesville, FL 32653-1603

Voice: 352.955.2200, ext. 114
Fax: 352.955.2209

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September 29, 2021

TO: Bicycle/Pedestrian Advisory Board
Citizens Advisory Committee
Technical Advisory Committee

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Department of Transportation Statewide Mobility Week

STAFF RECOMMENDATION

For Information Only.

BACKGROUND

The Florida Department of Transportation has announced that its annual Statewide Mobility Week will be from October 29, 2021 to November 5, 2021. The Florida Department of Transportation has invited local agencies to participate in the Statewide Mobility Week. Materials provided by the Florida Department of Transportation include:

Exhibit 1 - Florida Department of Transportation Secretary's letter; and
Exhibit 2 - Statewide Mobility Week Save The Date flyer.

Attachments

EXHIBIT 1

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAULT, P.E.
SECRETARY

August 26, 2021

Subject: Statewide Mobility Week (Oct. 29 through Nov. 5, 2021)

Dear Community Partner,

The Florida Department of Transportation (FDOT) would like to invite your agency to participate in the annual **Statewide Mobility Week** from Oct. 29 through Nov. 5. Mobility Week is a coordinated series of activities to promote and celebrate safe, multimodal transportation choices. During Mobility Week, partner agencies across the state will host events and offer special promotions to encourage Floridians to try new transportation options.

One of FDOT's core initiatives is enhancing mobility. As mobility is changing, so are the needs of our customers; as transportation needs evolve, they are expecting new and more mobility options. Mobility Week is an example of how FDOT is innovating the future of mobility by focusing on how to move people and goods, not just vehicles.

Since the inception of Mobility Week in 2016, our community partners have embraced the idea of collaboratively promoting safe and sustainable transportation choices, as embodied in the Florida Transportation Plan, metropolitan long-range plans, and comprehensive plans. As a result, more than 400 events have been held across the state, including free transit rides, travel training, group bike rides, bike helmet fittings, commuter travel events, walking tours, workshops, and other community events.

Last year, many Floridians chose walking and biking as their primary modes of transportation. With so many people taking a new approach to mobility, our partners collaborated to provide safety information through the Mobility Week Virtual Conference Center and promoted the first statewide "Love to Ride" bicycle challenge. The conference center featured a series of virtual rooms highlighting programs around the state and saw over 11,000 visits. More than 2,000 Floridians registered for the bicycling challenge – 40 percent of whom were new or occasional riders that report riding regularly after the challenge. Participants also had an opportunity to access safety information and share their experiences with the community.

The success of this initiative relies heavily on community partners like you. FDOT hopes you will join us in hosting events or promoting sustainable transportation initiatives during Mobility Week 2021. There are many ways you can participate, as outlined in the attached document.

Please e-mail us at contact@mobilityweekfl.com if you have any questions or would like to register as a partner. To learn more, please visit www.mobilityweekfl.com.

FDOT looks forward to another great year.

Sincerely,

Kevin J. Thibault, P.E.
FDOT State Secretary

Attached: Mobility Week 2021 Save the Date Announcement

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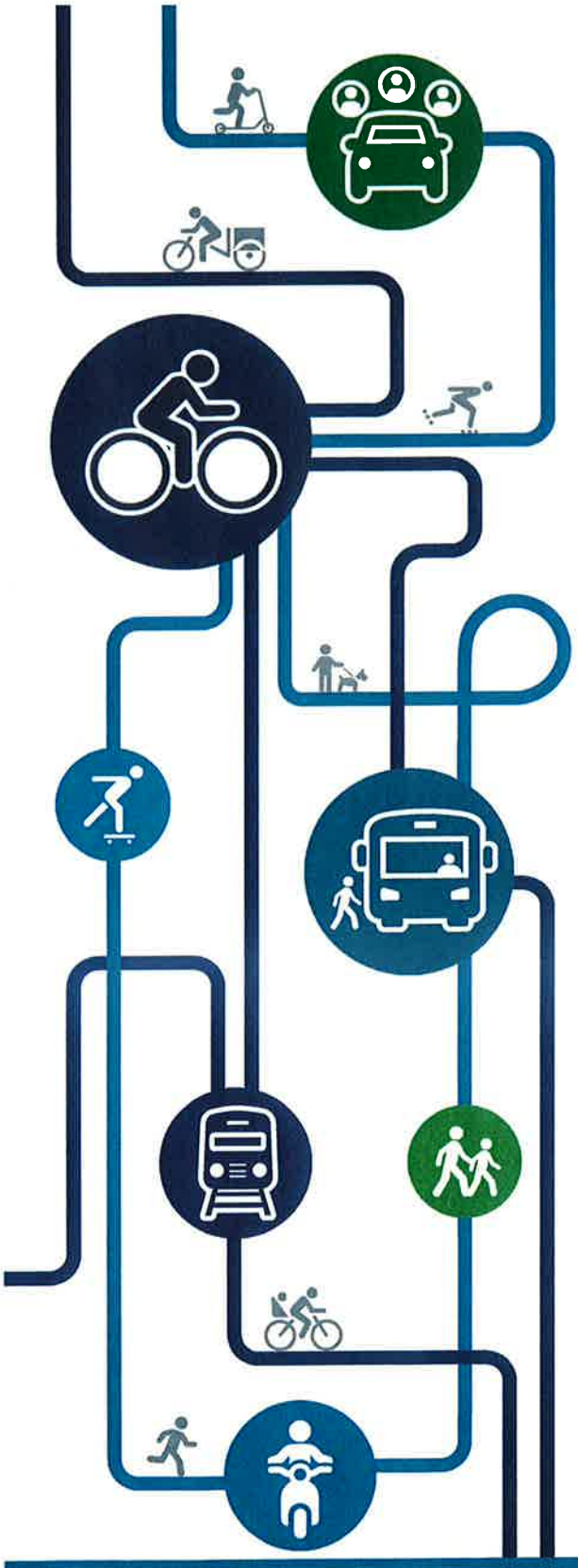
EXHIBIT 2

Mobility Week

OCT 29 – NOV 5, 2021



Save the date.

Mark your calendars for Mobility Week 2021 from Oct. 29 through Nov. 5, 2021.

Join communities and partners around the state to promote smart, effective, and safe transportation choices. During Mobility Week, cities, counties, and transportation agencies host events or showcase initiatives to promote safe and sustainable transportation choices.

2020 Mobility Week Highlights

7 Districts **67** Counties Statewide

87 Events	**164** Partners	**11,770** Virtual Room Visitors	**2,021** Love to Ride Participants
30,000 People Attended Events	**9,500** Free Transit Rides	**28** Virtual Webinars	**13,612** Bike Trips
18,000 Promotional Items Distributed	**163** Bike Challenge Organizations	**35,300** Virtual Room Links Viewed	**264,676** Miles Biked

5,561 pounds CO^2 saved

For news and updates, please visit:

www.MobilityWeekFL.com

To partner with FDOT, send an email to:

contact@mobilityweekfl.com

TECHNICAL ADVISORY COMMITTEE
ATTENDANCE RECORD

TAC MEMBER AND ALTERNATE	ORGANIZATION	MEETING DATE 4/7/2021	MEETING DATE 6/2/2021	IN VIOLATION IF ABSENT AT NEXT MEETING?
MARIE DANIELS Alt - Chris Dawson (Chair) Alt - Kathleen Pagan	Alachua County Department of Growth Management Office of Planning and Development	P	P	NO
JAMES TONY FLEGERT Alt - Thomas Strom Alt - Ramon Gavarrete	Alachua County Public Works Department	P	P	NO
Dekova Batey	Alachua County/City of Gainesville/MTPO Bicycle/Pedestrian Advisory Board	P	P	NO
JASON SIMMONS Alt - Andrew Persons	City of Gainesville Department of Sustainable Development	P	P	NO
DEBORAH LEISTNER Alt - Jesus Gomez Alt - Scott Wright	City of Gainesville Department of Mobility [Operations, Planning and Transit] Department of Public Works [Engineering, Maintenance, Pavement Management]	P	P	NO
AARON CARVER Alt - Suzanne Schiemann Alt - Allan Penksa	Gainesville/Alachua County Regional Airport Authority	A	A	YES
MARI SCHWABACHER Alt - Karen Taulbee	Florida Department of Transportation	*P*	*P*	NO
YAIMA DROESE Alt - Reginald Thomas	School Board of Alachua County	A	A	YES
RACHEL MANDELL Alt - Linda Dixon	University of Florida Planning, Design & Construction Division	A	P	NO
RON FULLER Alt - Scott Fox	University of Florida Transportation & Parking Services	P	A	NO

LEGEND KEY - P = Present A = Absent * = New Member

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Italics indicates participation via communications media technology

Attendance Rule:

1. Each voting member of the Technical Advisory Committee may name one (1) or more alternates who may vote only in the absence of that member on a one vote per member basis.
2. Each member of the Technical Advisory Committee is expected to demonstrate his or her interest in the Technical Advisory Committee's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that one of his or her alternates attends. No more that three (3) consecutive absences will be allowed by the member. The Technical Advisory Committee address consistent absences and is empowered to recommend corrective action for MetropolitanTransportation Planning Organization consideration.

CITIZENS ADVISORY COMMITTEE

ATTENDANCE RECORD

NAME	TERM EXPIRES	8/12/2020	4/7/2021	6/2/2021	Violation If Absent At Next Meeting 10/6/2021
Thomas Bolduc	22-Dec	P	A	A	YES
Craig Brashier	23-Dec	P	P	E	-
VACANT	23-Dec	-	-	-	-
Nelle Bullock	22-Dec	A	P	P	-
Charles Dean Covey	23-Dec	-	-	P	-
Mary Ann DeMatas	21-Dec	P	E	E	YES
Jan Frentzen	21-Dec	P	E	P	-
Jean LeMire	22-Dec	P	P	P	-
Gilbert Levy	23-Dec	P	P	P	-
VACANT	21-Dec	-	-	-	-
Ruth Steiner (Chair)	21-Dec	P	P	E	-
VACANT	22-Dec	-	-	-	-
VACANT	22-Dec	-	-	-	-
Chris Towne	23-Dec	P	P	P	-
Joshua Williams	21-Dec	A	P	E	-

LEGEND KEY - P-Present; E-Excused Absence; A-Unexcused Absence

t\mike\em22\cac\attd_cac1006.xls

ATTENDANCE RULE

Any appointee of the Metropolitan Transportation Planning Organization to the Citizens Advisory Committee shall be automatically removed from the committee upon filing with the Chair of the Metropolitan Transportation Planning Organization appropriate proof that such person has had three (3) or more consecutive excused or unexcused absences. Excused absences are hereby defined to be those absences which occur from regular or special meetings after notification by such person to the Chair prior to such absence explaining the reasons therefore. All other absences are hereby defined to be unexcused.

Please note that attendance is recorded for all scheduled Citizens Advisory Committee meetings whether or not a quorum is met.

ADDITIONAL NOTE: Members denoted in BOLD ITALICs are at risk for attendance rule violation if the next meeting is missed.

SCHEDULED 2021 MTPO AND COMMITTEE MEETING DATES AND TIMES

PLEASE NOTE: All of the dates and times shown in this table are subject to being changed during the year.

MTPO MEETING MONTH	TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]	B/PAB [At 7:00 p.m.]	MTPO MEETING
FEBRUARY	***CANCELLED***	***CANCELLED***	February 22 at 3:00 p.m.
APRIL	April 7	April 8	April 26 at 3:00 p.m.
JUNE	June 2	June 3	June 21 at 5:00 p.m. July 14 at 5:00 p.m.
AUGUST	***CANCELLED***	***CANCELLED***	***CANCELLED***
OCTOBER	October 6	October 7	October 25 at 3:00 p.m.
DECEMBER	November 17	November 18	December 13 at 5:00 p.m.

Note, unless otherwise scheduled:

1. Technical Advisory Committee meetings are conducted in the General Purpose Meeting Room of the Gainesville Regional Utilities Administration Building;
2. Citizens Advisory Committee meetings are conducted in the Grace Knight Conference Room of the Alachua County Administration Building; and
3. Metropolitan Transportation Planning Organization meetings are conducted at the Jack Durrance Auditorium of the Alachua County Administration Building unless noted.

MTPO means Metropolitan Transportation Planning Organization
TAC means Technical Advisory Committee
CAC means Citizens Advisory Committee
B/PAB means Bicycle/Pedestrian Advisory Board
NCFRPC means North Central Florida Regional Planning Council
TMC means City of Gainesville Traffic Management Center

T:\Scott\SK21\MTPO\MEET2021.doc

August 19, 2021