

The Florida Department of Transportation (FDOT) will solicit proposals for funding Regional Trail System and Individual Trail projects through the **Shared-Use Nonmotorized (SUN) Trail program** for inclusion in the Tentative Five-Year Work Program development cycle. To receive consideration for SUN Trail funding, applicants must submit a separate, complete proposal, with applicable project information, including required signatures for each eligible Regional or Individual Trail project during the announced solicitation period.

**Use the Grant Application Process (GAP – online system) to submit each funding request during the solicitation period. Click here: <https://www.flgap.com/>
GAP System Support: 888-238-9707 or flgap@blackcatsupport.com**

Proposals not meeting the Eligibility Criteria, and ineligible projects and/or project phases will not receive funding consideration.

Authorization for the SUN Trail program is under [Section 339.81, Florida Statutes \(F.S.\)](#). FDOT will consider all phases of project development, including: preliminary and environmental planning; design; acquisition of real property/land/right-of-way (ROW); new construction, reconstruction or resurfacing of trail surfaces or bridges and maintenance (e.g. obligations for pavement, drainage, land stabilization and safety controls).

Pursuant to the legislation, [Section 339.81, F.S.](#), components funded through the SUN Trail program will not include:

- Sidewalks; nature trails; or loop trails wholly within a single park or natural area;
- On-road facilities (such as bicycle lanes or routes other than on-road facilities that are no longer than one-half mile connecting two or more nonmotorized trails) if the provision of non-road facilities is infeasible and if such on-road facilities are signed and marked for nonmotorized use; an exception is made for on-road components of the Florida Keys Overseas Heritage Trail.

SUN Trail funds are for the transportation element of the standard trail. Ineligible costs include but are not limited to the following:

- Benches, trail furniture, seating areas, or tables;
- Bicycle racks or lockers, bicycle air or repair stations;
- Buildings or enclosed structures, restrooms, bathhouses, comfort stations, wayside structures, shade structures, concession stands, overlooks, fishing platforms, boat ramps or launches, transit or ride share facilities, shelters, gazebos, or picnic pavilions;
- Kiosks, interpretive panels, or placemaking signs (safety controls are an allowable cost);
- Landscaping (trail stabilization is an allowable cost);
- Litter or recycle receptacles, or doggie bag dispensers;
- Parking areas, trailheads, or camping areas;
- Playgrounds or playing fields, fitness equipment or structures;
- Promotional, marketing, or educational materials;
- Sculptures, monuments, or art; and
- Water fountains, splash zones, spigots, showers, water features, or irrigation equipment.

Each project proposal consists of the following submittal items:

- **Complete “Request for Funding” (also known as Grant Application) with required signatures and attachments** (one PDF file).

Attachments include:

- a. Aerial Location Map illustrating the project boundary and project termini/project limits (one PDF file)
- b. Vicinity Map illustrating the location of the project within the SUN Trail network (one PDF file)
- c. Typical Section Schematic depicting the existing and proposed features, dimensions and right-of-way lines (one PDF file)
- d. Prioritization List (one PDF file)
- e. Completed Engineer’s Cost Estimate prepared and signed by a Professional Engineer from the Engineering Office (one Excel file)

Projects must satisfy the four Eligibility Criteria listed below:

1. Documentation that the project will be developed as a paved multi-use trail within the [SUN Trail network](#): at minimum this will include transmittal of a map illustrating the project limits within the SUN Trail network, the typical section schematic and applicable information must be provided in the “Request for Funding”.
2. Documentation provided that the project is a priority of the applicable authority: at minimum this will include transmittal of an adopted prioritization list of projects/supporting resolution and other applicable information provided in the “Request for Funding”.
 - a. If the project is within a boundary of a [MPO](#), it must be a priority of the MPO.
 - b. If outside of MPO boundaries, the project must be a priority of the county (inclusive of their municipalities), tribal government, federal or state agency.
3. Documentation that a non-FDOT governmental agency is formally committed to the operation and maintenance of the project (long-term trail manager): this will include transmittal of applicable “Request for Funding” information.
4. Documentation that the project is consistent with the applicable comprehensive plan(s), transportation plan(s), or the long-term management plan(s): this will include applicable project concurrency information.

If you have any questions or need further clarification after reviewing the guidance, contact your [District Trail Coordinator](#). For more guidance visit FloridaSunTrail.com.



SUN Trail “Request for Funding” Checklist <i>lettered items are required, bullets are recommendations</i>	
Obtain the “Request for Funding” (Grant Application) PDF from the SUN Trail website <u>or</u> from the GAP – online system	<ul style="list-style-type: none"> a. After selecting the file, download and save it to your computer. Name the file by FDOT District, county, and project name. After saving the file, complete the project proposal (remembering to save the information entered) b. Upload the saved and complete proposal through the Grant Application Process (GAP – online system) https://www.flgap.com/. GAP System Support is available at: 888-238-9707 or flgap@blackcatsupport.com.
Part I. Applicant Information	<ul style="list-style-type: none"> a. Complete the requested information for the primary point-of-contact that will be in direct communication with FDOT for this project
Part II. Project Overview	<ul style="list-style-type: none"> a. Complete the requested information for the specific project proposed for SUN Trail funding
Part II. Project Information: Question 5	<ul style="list-style-type: none"> a. Provide the address or nearest cross streets, include municipality and zip code
Part II. Project Overview: Question 6	<ul style="list-style-type: none"> • If the location of the project is within FDOT ROW it is highly recommended that coordination with the district begin as soon as possible and prior to the deadline of this solicitation period.
Part III. Eligibility Criteria: Question 1	<p>Mapping Tools: http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm</p> <ul style="list-style-type: none"> a. Provide an Aerial Location Map illustrating the project boundary and project termini/project limits (one PDF file) b. Provide a Vicinity Map illustrating the location of the project within the SUN Trail network (one PDF file) c. Provide the Typical Section schematic depicting the existing and proposed features, dimensions and right-of-way lines (one PDF file). Chapter 306 of the FDOT Design Manual (FDM) provides information about Typical Sections, click here: https://www.fdot.gov/roadway/fdm/Default.shtm
Part III. Eligibility Criteria: Question 2	<p>Prioritization Certification</p> <ul style="list-style-type: none"> a. Indicate prioritization number b. Provide prioritization list c. Complete and sign Part VII
Part III. Eligibility Criteria: Question 3	<p>Willing Manager Certification</p> <ul style="list-style-type: none"> a. Complete and sign Part VIII
Part III. Eligibility Criteria: Question 4	<p>Plan Compliance</p> <ul style="list-style-type: none"> a. Indicate the type of plan(s), page number(s) and date(s) of adoption b. As applicable, provide documentation
SUN Trail “Request for Funding” Checklist <i>continued on the next page</i>	



SUN Trail “Request for Funding” Checklist (continued) <i>lettered items are required, bullets are recommendations</i>	
Part IV. Project Details: Question 1	Use “SUN Trail Mapping Information”, click here: http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm <ul style="list-style-type: none"> • It is possible that a project could be both C2C and SJR2C • Projects that are classified as C2C and/or SJR2C are not classified as an Individual Trail
Part IV. Project Details: Question 2	<p>FDOT publishes design criteria for multi-use trails (shared-use paths) in both the FDOT Design Manual (FDM) and the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook).</p> <p>In general, paved multi-use path projects in the SUN Trail network should be planned as 12-foot wide. In compliance with the FDM, SUN Trail network facilities that are less than 12-feet require approval by the Chief Planner.</p> <p style="padding-left: 40px;">a. Provide justification and backup documentation when a project will not meet the 12-foot-design criteria.</p> <p>Projects in FDOTs ROW must follow the FDM design criteria along with FDOTs Standard Plans and Specifications. Projects located along non-FDOT owned ROW typically follow design criteria found in the Florida Greenbook. At times, the combination of funds used for a project, nature of work, or location along federally classified routes (such as the National Highway System) may trigger additional design requirements (e.g. structures).</p> <ul style="list-style-type: none"> • For more information about the FDM, click here: https://www.fdot.gov/roadway/fdm/Default.shtm • For more information about the Florida Greenbook, click here: http://www.fdot.gov/roadway/FloridaGreenbook/FGB.shtm • For more information about FDOTs Standard Plans, click here: https://www.fdot.gov/programmanagement/Implemented/SpecBooks/default.shtm • For more information about FDOTs Specifications, click here: https://www.fdot.gov/design/standardplans/Default.shtm • For more information about Structures Design, click here: https://www.fdot.gov/structures/docsandpubs.shtm
Part IV. Project Details: Question 3	<p style="padding-left: 40px;">a. Provide a description of the project scope (purpose and need) for the proposed project in 1,000 words or less.</p>
SUN Trail “Request for Funding” Checklist <i>continued on the next page</i>	



SUN Trail “Request for Funding” Checklist (continued) <i>lettered items are required, bullets are recommendations</i>	
Part IV. Project Details: Question 4	<ol style="list-style-type: none"> a. Indicate phases that were previously funded and indicate the completion date/anticipated completion date/funding year; construction should only be selected for projects proposing reconstruction or maintenance. b. If federal funds have been used or contemplated for use in the project boundary, the project is federalized. All future phases must adhere to federal requirements. c. Indicate the source of the federal allocation (e.g. Transportation Enhancement, Recreational Trails Program, Land and Water Conservation Fund, etc.). d. If FDOT funds have been used in the project boundary, similar naming conventions should be used for the new project. e. If FDOT funds have been used in the project boundary, there will be a financial management number, please provide it.
Part IV. Project Details: Question 5	<ol style="list-style-type: none"> a. When FDOT is the proposed project administrator, the project sponsor should call the District Trail Coordinator as soon as possible to discuss the proposal.
Part V. Project Costs	<ol style="list-style-type: none"> a. Indicate the phases proposed for funding. b. Complete the summary table of the proposed funding and timeline for the proposed project. c. Use Present Day Cost values when inputting values. d. Provide funding costs for eligible project attributes, do not include ineligible expenditures. See: Florida Department of Financial Services Catalog of State Financial Assistance (CSFA) Number 55.038 e. Indicate match source when there are assurances funds are available. Include matching funds if project attributes exceed the standard 12-foot wide asphalt trail design (decking on bridges allows for concrete and the design standard finish known as diamond grind). f. Projects within FDOT right-of-way must utilize FDOT pay item numbers and descriptions. Access the Basis of Estimates Manual as well as historical cost information for the project area: Basis of Estimates Manual Historical Cost Information Reference Guide for State Expenditures g. Attach complete Engineers Cost Estimate (Excel spreadsheet) prepared and signed by a Professional Engineer
SUN Trail “Request for Funding” Checklist <i>continued on the next page</i>	



SUN Trail “Request for Funding” Checklist (continued) <i>lettered items are required, bullets are recommendations</i>	
Part VI. Selection Criteria. Question 1	<ul style="list-style-type: none"> • http://www.fdot.gov/Safety/
Part VI. Selection Criteria. Question 2	<ul style="list-style-type: none"> • Regional Trail System: https://floridadep.gov/parks/ogt/content/florida-greenways-and-trails-council • National Recreational Trail: https://www.americantrails.org/national-recreation-trails • East Coast Greenway: https://www.greenway.org/
Part VI. Selection Criteria. Question 4	<ul style="list-style-type: none"> • Complete Streets: http://www.fdot.gov/roadway/CSI/default.shtm • Safe Routes to Schools: http://www.fdot.gov/Safety/2A-Programs/Safe-Routes.shtm • Bicycle Friendly America: https://bikeleague.org/bfa/awards • Walk Friendly Communities: http://walkfriendly.org/
Part VI. Selection Criteria. Question 7	<ul style="list-style-type: none"> • Florida Geographic Data Library: https://www.fgdl.org/metadataexplorer/explorer.jsp • Florida Trail Town Program: https://floridadep.gov/parks/ogt/content/florida-trail-town-program • Florida Scenic Highways: https://floridascenichighways.com/ • Rural Economic Development Initiative: http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities • Rural Areas of Opportunity: http://floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity
Part VI. Selection Criteria. Question 8	<ul style="list-style-type: none"> • Florida Geographic Data Library (search by keyword “FNAI”): https://www.fgdl.org/metadataexplorer/explorer.jsp
Part VI. Selection Criteria. Question 9	<ul style="list-style-type: none"> • SUN Trail Mapping Information: http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm