

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, established by [Section 339.81, Florida Statutes](#) (F.S.) [TLWR-fund code] for inclusion in the Tentative Five-Year Work Program development cycle through Fiscal Years 2028/2029. To be eligible for consideration to receive TLWR, applicants must submit a separate, complete “Request for Funding”, with all applicable project information, including required signatures for each eligible unfunded Regional or Individual Trail project through the Grant Application Process online system (GAP) during the open solicitation. The solicitation period will open on September 29, 2022, and close at 3:00 p.m., Eastern Standard Time (EST), December 15, 2022. Click here: [www.flgap.com](http://www.flgap.com).

Funding is limited to the provisions of Section 339.81, F.S., the Florida Department of Financial Services [Catalog of State Financial Assistance](#) Number 55.038, the [FDOT Work Program Instructions](#), geographic areas within the [SUN Trail network](#) and requirements of the [SUN Trail program](#). FDOT will consider all phases of project development, including feasibility; 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). Proposals with project phases and/or expenditures that do not meet the provisions, program requirements and Eligibility Criteria will not receive consideration. TLWR will not fund:

- Trails that are outside of the SUN Trail network; sidewalks; nature trails; or loop trails wholly within a single park or natural area.
- On-road facilities (such as bicycle lanes of 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 funding is for the transportation element of a standard 12-foot-wide paved asphalt multi-use trail (decking on bridges allows for concrete and “diamond grind” design standard finish). Applicants must provide Local Funds if project attributes exceed the standard. Do not request ineligible TLWR expenditures, which 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 (regulatory and safety controls are allowable costs);
- 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 fitness 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:**

- a. **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 ROW 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. Location within the SUN Trail network, to be developed as a paved trail. At minimum this will include transmittal of a map illustrating the project limits within the SUN Trail network, the typical section schematic and applicable “Request for Funding” information.
2. Prioritization by the applicable jurisdiction(s). 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 the Metropolitan Planning Organization/ Transportation Planning Organization/Transportation Planning Agency (MPO), it must be a MPO priority.
  - b. For areas 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). At minimum 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), it could also be part of a bicycle and pedestrians safety plan. At minimum this will include transmittal of applicable “Request for Funding” information.

For additional SUN Trail Guidance Resources click here:

[www.fdot.gov/planning/systems/suntrail/guidance.shtm](http://www.fdot.gov/planning/systems/suntrail/guidance.shtm).

**If you have questions or need further clarification, contact your District Coordinator:**

[www.fdot.gov/planning/systems/suntrail/contacts.shtm](http://www.fdot.gov/planning/systems/suntrail/contacts.shtm).



<b>SUN Trail “Request for Funding” Checklist</b> <i>lettered items are required, bullets are recommendations</i>	
Read	<ul style="list-style-type: none"> <li>a. FDOT Work Program Instructions (WPI), Part III –TRAILS, LOCATION and LOCAL FUNDS chapters. Click here: <a href="http://www.fdot.gov/workprogram/development/wp-instructions.shtm">www.fdot.gov/workprogram/development/wp-instructions.shtm</a></li> <li>b. Department of Financial Services Catalog of State Financial Assistance (CSFA) Number 55.038. Click here: <a href="http://apps.fldfs.com/fsaa/searchcatalog.aspx">apps.fldfs.com/fsaa/searchcatalog.aspx</a></li> </ul>
Login to the Grant Application Process online system (GAP) during the open solicitation period	<ul style="list-style-type: none"> <li>a. User accounts must be established before submitting the final “Request for Funding”. If you have not yet done so, complete the GAP registration process to obtain an account. Click here: <a href="http://www.flgap.com">www.flgap.com</a></li> <li>b. System Support (<i>Monday–Friday, 8:00 a.m.–5:00 p.m., EST</i>): 888-238-9707 or <a href="mailto:flgap@blackcatsupport.com">flgap@blackcatsupport.com</a> <ul style="list-style-type: none"> <li>• GAP “HELP” guide: <a href="http://www.flgap.com/Uploads/Documents/FLGAP_State_Guide.pdf">www.flgap.com/Uploads/Documents/FLGAP_State_Guide.pdf</a></li> <li>• FDOT Procedure 525-010-300 – Local Program Manual Chapter 4 (GAP): <a href="http://www.fdot.gov/programmanagement/lap/lap-toc.shtm">www.fdot.gov/programmanagement/lap/lap-toc.shtm</a></li> <li>• Other GAP resources: <a href="http://www.fdot.gov/programmanagement/lp/lp">www.fdot.gov/programmanagement/lp/lp</a></li> </ul> </li> </ul>
Select the Applications tab, then Grant Opportunities, then SUN Trail and Apply	<ul style="list-style-type: none"> <li>a. Download and save the Request for Funding Guidance PDF, the Request for Funding (also known as the grant application) PDF, and the Engineers Cost Estimates Excel worksheet. Name the file by FDOT District, county, and project name. Complete the project proposal (remembering to save all information entered).</li> <li>b. <b>Upload each saved and complete funding request, with all required applicable information, including the required prioritization and required signatures, into GAP during the open solicitation period.</b> Applicants may upload other optional materials, such as photographs of the project areas.  <b><u>FDOT will not accept or consider late “Requests for Funding”</u></b> (also known as grant applications).  <b>Applicants are strongly encouraged to make submissions in advance of the deadline. Click here: <a href="http://www.flgap.com">www.flgap.com</a></b></li> </ul>
Part I. Applicant Information	<ul style="list-style-type: none"> <li>a. Complete the requested information for the primary point-of-contact that will be in direct communication with FDOT and can answer questions about the project.</li> </ul>
Part II. Project Overview: Questions 1-4, 7	<ul style="list-style-type: none"> <li>a. Complete the requested information for the specific project proposed for SUN Trail funding (TLWR fund code).</li> </ul>
Part II. Project Overview: Question 5	<ul style="list-style-type: none"> <li>a. Provide the address or nearest cross streets, municipality, and zip code for the specific project proposed limits.</li> </ul>



<p>Part II. Project Overview: Question 6</p>	<ul style="list-style-type: none"> <li>If the project location is within FDOT ROW (on-system), coordination with the district ahead of the solicitation deadline. Click here: <a href="http://www.fdot.gov/planning/systems/suntrail/contacts.shtm">www.fdot.gov/planning/systems/suntrail/contacts.shtm</a></li> </ul>
<p>Part III. Eligibility Criteria: Question 1</p>	<p>The maps identify the location and help FDOT understand the project. For items “a” and “b” use “SUN Trail Mapping Information”, click here: <a href="http://www.fdot.gov/planning/systems/suntrail/maps.shtm">www.fdot.gov/planning/systems/suntrail/maps.shtm</a>.</p> <ol style="list-style-type: none"> <li>Provide an Aerial Location Map illustrating the project boundary and project boundary and limits, the termini should be clearly visible. Label the features (one PDF file)</li> <li>Provide a Project Location Map clearly illustrating the project within the SUN Trail network. Label the features (one PDF file)</li> <li>Provide the Typical Section schematic depicting the existing and proposed features, dimensions, and ROW lines. Label the features (one PDF file)</li> </ol> <ul style="list-style-type: none"> <li>Chapter 306 of Topic 625-000-002 FDOT Design Manual (FDM), provides information about Typical Section schematics. Click here: <a href="https://www.fdot.gov/roadway/fdm/Default.shtm">https://www.fdot.gov/roadway/fdm/Default.shtm</a></li> </ul>
<p>Part III. Eligibility Criteria: Question 2</p>	<p>Prioritization Certification</p> <ol style="list-style-type: none"> <li>Indicate prioritization number</li> <li>Provide prioritization list</li> <li>Complete and sign Part VII</li> </ol>
<p>Part III. Eligibility Criteria: Question 3</p>	<p>Willing Manager Certification</p> <ol style="list-style-type: none"> <li>Complete and sign Part VIII</li> </ol>
<p>Part III. Eligibility Criteria: Question 4</p>	<p>Plan Compliance</p> <ol style="list-style-type: none"> <li>Indicate the type of plan(s), page number(s) and date(s) of adoption</li> <li>As applicable, provide documentation</li> </ol>
<p>Part IV. Project Details: Question 1</p>	<p>Use “SUN Trail Mapping Information”, click here: <a href="http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm">www.fdot.gov/planning/systems/SUNTrail/maps.shtm</a></p> <ul style="list-style-type: none"> <li>A project could be both Coast to Coast Trail (C2C) and St. Johns River-to-Sea Loop (SJR2C)</li> <li>Projects that are C2C and/or SJR2C are not an Individual Trail</li> </ul>
<p>Part IV. Project Details: Question 2  <i>(continued on next page)</i></p>	<p>FDOT publishes design criteria for multi-use trails (shared-use paths) in the FDM and the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook). Projects in FDOTs ROW (on-system) must follow FDM design criteria along with FDOTs Standard Plans and Specifications. For compliance with FDM Section 224.4–Shared-Use Paths, SUN Trail network facilities that are less than the standard, 12 feet in width, require FDOT Chief Planner approval.</p> <p>For compliance with FDOT Work Program Instructions “TRAILS Chapter”, FDOT Chief Planner approval is also required for all projects that have a reduced width (less than 12 feet) along non-FDOT owned ROW (off-system) receiving TLWR funding. Therefore, any TLWR</p>



	<p>funded segments that will be less than 12 feet must receive approval of a design variation by the FDOT Chief Planner.</p> <p>Other than width of TLWR funded phases, off-system projects 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"> <li>• For the FDM, click here: <a href="http://www.fdot.gov/roadway/fdm">www.fdot.gov/roadway/fdm</a></li> <li>• For the Florida Greenbook, click here: <a href="http://www.fdot.gov/roadway/floridagreenbook/fgb.shtm">www.fdot.gov/roadway/floridagreenbook/fgb.shtm</a></li> <li>• For FDOTs Standard Plans, click here: <a href="http://www.fdot.gov/design/standardplans/current/default.shtm">www.fdot.gov/design/standardplans/current/default.shtm</a></li> <li>• For FDOTs Specifications, click here: <a href="http://www.fdot.gov/programmanagement/implemented/specbooks/default.shtm">www.fdot.gov/programmanagement/implemented/specbooks/default.shtm</a></li> <li>• For FDOT Structures Design, click here: <a href="http://www.fdot.gov/structures/docsandpubs.shtm">www.fdot.gov/structures/docsandpubs.shtm</a></li> </ul>
<p>Part IV. Project Details: Question 3</p>	<p>a. Provide a description of the project scope (purpose and need) for the proposed project in 1,000 words or less.</p>
<p>Part IV. Project Details: Question 4</p>	<p>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.</p> <p>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.</p> <p>c. Indicate the source of the federal allocation (e.g., Transportation Enhancement, Recreational Trails Program, Land and Water Conservation Fund, etc.).</p> <p>d. If FDOT funds have been used in the project boundary, use a similar naming convention for the new project.</p> <p>e. If FDOT funds have been used in the project boundary, there will be a financial management number, please provide it.</p>
<p>Part IV. Project Details: Question 5</p>	<p>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.</p>



<p>Part V. Project Costs: Questions 1-2</p>	<p>a. Indicate the phases proposed for TLWR funding.</p> <p>b. Complete the summary table of the proposed TLWR funding and timeline for the proposed project.</p> <p>c. Use Present Day Cost values when inputting values.</p> <p>d. Provide funding costs for eligible project attributes, do not include ineligible expenditures.</p> <p>e. Indicate match source when there are assurances funds are available. Applicants must include matching funds if project attributes exceed the standard 12-foot-wide asphalt trail design (decking on bridges allows for concrete and “diamond grind” design standard finish).</p> <p>f. Projects within FDOT ROW (on-system) must utilize FDOT pay item numbers and descriptions. Use the Basis of Estimates Manual as well as historical cost information for the project area. For the Basis of Estimates Manual, click here:  <a href="http://www.fdot.gov/roadway/floridagreenbook/fgb.shtm">www.fdot.gov/roadway/floridagreenbook/fgb.shtm</a>                  For the Historical Cost Information, click here:  <a href="http://www.fdot.gov/programmanagement/estimates/documents/historicalitemaveragecosts">www.fdot.gov/programmanagement/estimates/documents/historicalitemaveragecosts</a>                  For the Reference Guide for State Expenditures, click here:  <a href="http://files.floridados.gov/media/701892/reference_guide_for_state_expenditures.pdf">files.floridados.gov/media/701892/reference_guide_for_state_expenditures.pdf</a></p>
<p>Part V. Project Costs: Question 3</p>	<p>a. Complete and upload the Engineers Cost Estimate (Excel spreadsheet) prepared and signed by a Professional Engineer</p>
<p>Part VI. Selection Criteria. Question 1</p>	<p>a. Select the most appropriate response regarding safety; if applicable describe.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.fdot.gov/Safety/">www.fdot.gov/Safety/</a></li> </ul>
<p>Part VI. Selection Criteria. Question 2</p>	<p>a. Select the most appropriate response regarding importance; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Regional Trail System: <a href="http://floridadep.gov/parks/ogt/content/florida-greenways-and-trails-council">floridadep.gov/parks/ogt/content/florida-greenways-and-trails-council</a></li> <li>• National Recreational Trail: <a href="http://www.americantrails.org/national-recreation-trails">www.americantrails.org/national-recreation-trails</a></li> <li>• East Coast Greenway: <a href="http://www.greenway.org/">www.greenway.org/</a></li> </ul>
<p>Part VI. Selection Criteria. Question 3</p>	<p>a. Select the most appropriate response regarding non-TLWR funds; if applicable provide additional details. The WPI Part III – LOCAL FUNDS chapter, may be applicable, click here:  <a href="http://www.fdot.gov/workprogram/development/wp-instructions.shtm">www.fdot.gov/workprogram/development/wp-instructions.shtm</a></p>



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**Guidance for Submittal of Funding Request**



<p>Part VI. Selection Criteria. Question 4</p>	<p>a. Select the most appropriate response regarding modes; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Complete Streets: <a href="http://www.fdot.gov/roadway/CSI/default.shtm">www.fdot.gov/roadway/CSI/default.shtm</a></li> <li>• Safe Routes to Schools: <a href="http://www.fdot.gov/Safety/2A-Programs/Safe-Routes.shtm">www.fdot.gov/Safety/2A-Programs/Safe-Routes.shtm</a></li> <li>• Bicycle Friendly America: <a href="http://bikeleague.org/bfa/awards">bikeleague.org/bfa/awards</a></li> <li>• Walk Friendly Communities: <a href="http://walkfriendly.org/">walkfriendly.org/</a></li> </ul>
<p>Part VI. Selection Criteria. Question 5</p>	<p>a. Select the most appropriate response regarding construction.</p>
<p>Part VI. Selection Criteria. Question 6</p>	<p>a. Select the most appropriate response regarding public support; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Optional – in GAP upload additional documentation (e.g., public meeting notice, public responses, documentation of changes for improving the proposal from the input received, etc.).</li> </ul>
<p>Part VI. Selection Criteria. Question 7</p>	<p>a. Select the most appropriate response regarding quality of life; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Florida Geographic Data Library: <a href="http://www.fgdl.org/metadataexplorer/explorer.jsp">www.fgdl.org/metadataexplorer/explorer.jsp</a></li> <li>• Florida Trail Town Program: <a href="http://floridadep.gov/parks/ogt/content/florida-trail-town-program">floridadep.gov/parks/ogt/content/florida-trail-town-program</a></li> <li>• Florida Scenic Highways: <a href="http://floridascenichighways.com/">floridascenichighways.com/</a></li> <li>• Rural Economic Development Initiative: <a href="http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities">www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities</a></li> <li>• Rural Areas of Opportunity: <a href="http://floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity">floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity</a></li> </ul>
<p>Part VI. Selection Criteria. Question 8</p>	<p>a. Select the most appropriate response regarding the environment; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Florida Geographic Data Library (search by keyword “FNAP”): <a href="http://www.fgdl.org/metadataexplorer/explorer.jsp">www.fgdl.org/metadataexplorer/explorer.jsp</a></li> </ul>
<p>Part VI. Selection Criteria. Question 9</p>	<p>a. Select the most appropriate response regarding existing trail connections; if applicable describe.</p> <ul style="list-style-type: none"> <li>• SUN Trail Mapping Information: <a href="http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm">www.fdot.gov/planning/systems/SUNTrail/maps.shtm</a></li> </ul>