

**Florida Department of Transportation (FDOT)**  
**Shared-Use Nonmotorized (SUN) Trail**  
**REQUEST FOR FUNDING (RFF)**  
**Guidance (2023)**

The Florida Department of Transportation (FDOT) will solicit REQUEST FOR FUNDING (RFF) projects by the Shared-Use Nonmotorized (SUN) Trail program for inclusion in the work program development cycle through Fiscal Years 2029 / 2030. Approved project phases will become part of the Adopted Work Program on July 1, 2025. The solicitation cycle **opens September 27, 2023, and closes at 2:00 p.m., Eastern Standard Time (EST), December 20, 2023.** To be eligible for consideration applicants must **APPLY during the open solicitation cycle at: [flgap.com](http://flgap.com)** by submitting a complete RFF with all applicable project information, including required signatures and documentation for each eligible unfunded project phase, and the SUN Trail Cost Estimate (Excel), through the Grant Application Process online system (GAP) [[FDOT Procedure 525-010-300](#) Chapter 4]. Funding is limited to the provisions of [Section 339.81, F.S.](#), the Florida Department of Financial Services (DFS) [Catalog of State Financial Assistance](#) (CSFA) Number 55.038, and [FDOT Work Program Instructions](#) (WPI). FDOT will not accept nor consider late proposals or any RFF not meeting and satisfying the provisions and SUN Trail Eligibility Criteria. FDOT will consider all phases of project development, including feasibility / initial planning; project development and environment (PD&E); design (PE); 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). Eligible applicants include all municipal, county, state, federal, and tribal governments, Metropolitan Planning Organizations, or other public land agencies with responsibility for trails.

**RFF must meet and satisfy the SUN Trail Eligibility Criteria listed below:**

1. A complete RFF, with all applicable project information, including required signatures for each eligible unfunded project phase must be received through GAP during an open solicitation and by the announced statewide deadline (FDOT Procedure 525-010-300, Chapter 4).
2. The project will be developed as a paved nonmotorized multi-use trail / two-directional Shared Use Path (SUP) within the SUN Trail network for bicyclists and pedestrians. At minimum this will include transmittal of an Aerial Location Map illustrating the project boundary, a Project Location Map illustrating connectivity to resources in the vicinity, the Typical Section schematic, and applicable information provided in the RFF.
  - The SUN Trail network aligns with the Florida Greenways and Trails System Plan's Priority Land Trail network, overseen by the Department of Environmental Protection's (DEP) Office of Greenways and Trails (OGT) [Chapter 260, F.S.], and includes connections to and through lands of the Florida Wildlife Corridor Act (Section 259.1055, F.S.)
  - FDOT Design Manual Topic 625-000-002 (FDM) [Chapter 224] defines on-system multi-use trails or SUP. FDOT Office of Design Topic 625-000-015 – the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) [Chapter 9] defines off-system multi-use trails (or SUP)
  - Chapter 316, F.S. defines bicycles, pedestrians, and other nonmotorized use
3. The project must be a priority of the applicable authority. At minimum this will include transmittal of an adopted prioritization list of projects / supporting resolution and applicable information provided in the RFF.
  - Metropolitan Planning Organization (MPO) priority, [Section 339.175(8), F.S.]; Board of County Commissioners in nonmetropolitan areas [Section 339.135(4)(c)1, F.S.]

4. The project must have a long-term trail manager. At minimum this will include transmittal of applicable RFF information.
  - A non-FDOT governmental entity is formally committed to the regular operation and maintenance of the trail
5. There must be project concurrency. At minimum this will include transmittal of applicable RFF information.
  - Consistent with applicable comprehensive plan(s), transportation plan(s), capital improvement plan(s), long-term management plan(s), could also be part of a bicycle and pedestrian safety action plan(s) [being along the Network does not supersede location specific requirements]

SUN Trail funding is for the transportation element of a standard 12-foot-wide paved asphalt multi-use trail / SUP (note: decking on bridges allows for concrete and “diamond grind” design standard finish). Applicants must provide Local Funds if project attributes exceed the standard. Applicants must complete the SUN Trail Cost Estimate (Excel) and include it with the submittal in GAP. Applicants should not request funding for ineligible 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 (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 fitness structures;
- Promotional, marketing, or educational materials;
- Sculptures, monuments, or art; and
- Water fountains, splash zones, spigots, showers, water features, or irrigation equipment.

**District Coordinators are available to assist:**

[fdot.gov/planning/systems/SunTrail/Contacts.shtm](https://fdot.gov/planning/systems/SunTrail/Contacts.shtm)

<b>SUN Trail RFF Checklist</b>	
<i>lettered items are required, bullets are recommendations and resources</i>	
Read	<p>a. Section 339.81, F.S., Florida Shared-Use Nonmotorized Trail Network: <a href="http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0300-0399/0339/Sections/0339.81.html">www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=0300-0399/0339/Sections/0339.81.html</a></p> <p>b. DFS CSFA Number 55.038: <a href="http://apps.fldfs.com/fsaa/searchcatalog.aspx">apps.fldfs.com/fsaa/searchcatalog.aspx</a></p> <ul style="list-style-type: none"> <li>• FDOT WPI (Part III – TRAILS, LOCATION, and LOCAL FUNDS chapters may be most helpful): <a href="http://fdot.gov/workprogram/development/wp-instructions.shtm">fdot.gov/workprogram/development/wp-instructions.shtm</a></li> </ul>
Login to the GAP during the open solicitation	<p>a. Establish a user account before submitting the RFF. If you have not yet done so, complete the GAP registration process to obtain an account at: <a href="http://flgap.com">flgap.com</a>.</p> <p>b. FDOT Procedure 525-010-300 - Chapter 4: <a href="http://fdot.gov/programmanagement/lap/lap-toc.shtm">fdot.gov/programmanagement/lap/lap-toc.shtm</a></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Other GAP resources: <a href="http://fdot.gov/programmanagement/lp/lp">fdot.gov/programmanagement/lp/lp</a></li> </ul>
Select the Applications tab, then Grant Opportunities, then SUN Trail and Apply (upload submittal)	<p>a. Download and save the RFF Guidance (PDF), the RFF (PDF), and the SUN Trail Cost Estimates (Excel). Complete the RFF (project proposal) and the SUN Trail Cost Estimate (Excel).</p> <p>b. Upload and submit each saved and complete RFF with all required applicable information, including the required prioritization and required signatures, and the SUN Trail Cost Estimate (Excel) into GAP (online at: <a href="http://flgap.com">flgap.com</a>) during the open solicitation period. <b>Applicants are strongly encouraged to make submissions in advance of the deadline.</b> Applicants may upload other optional materials, such as photographs of the project areas. FDOT will not consider any RFF not meeting and satisfying the provisions and SUN Trail Eligibility Criteria.</p>
Part I. Applicant Information	<p>a. Complete the requested information for the primary point-of-contact that will be in direct communication with FDOT to best answer questions about the specific project proposed.</p>
Part II. Project Overview: Questions 1-4, 7	<p>a. Complete the requested information for the specific project proposed.</p>
Part II. Project Overview: Question 5	<p>a. Provide the address or nearest cross streets, municipality, and zip code for the specific project proposed limits.</p>
Part II. Project Overview: Question 6	<p>a. If the project location is within FDOT ROW (on-system) applicants need to coordinate with the district well ahead of the solicitation deadline</p>

Part III. Eligibility Criteria: Question 1	<p>Geographic Area within the SUN Trail network [which aligns with the Florida Greenways and Trails System Plan’s Priority Land Trail network, overseen by the DEP OGT (Chapter 260, F.S.) and includes connections to and through lands of the Florida Wildlife Corridor Act (Section 259.1055, F.S.)] to be developed as a paved multi-use trail for bicyclists and pedestrians. <i>**FGTS Priority Corridors officially approved by the Florida Greenways and Trails Council (FGTC) are eligible, it is possible that recent actions have not been incorporated into FDOT mapping tools (online here: <a href="https://fdot.gov/planning/systems/SunTrail/maps.shtm">fdot.gov/planning/systems/SunTrail/maps.shtm</a>) but are available from OGT (online here: <a href="https://floridadep.gov/OGT">floridadep.gov/OGT</a>)</i></p> <ol style="list-style-type: none"> <li>Provide an Aerial Location Map clearly illustrating the project boundary and project termini / project limits. Label features (PDF file)</li> <li>Provide a Project Location Map clearly illustrating the vicinity within the SUN Trail network. Label features (PDF file)</li> <li>Provide the Typical Section schematic clearly depicting existing and proposed features. Label features (PDF file) <ul style="list-style-type: none"> <li>FDM Topic 625-000-002 (Chapter 913) provides information about Typical Section schematics: <a href="https://fdot.gov/roadway/FDM/Default.shtm">fdot.gov/roadway/FDM/Default.shtm</a></li> <li>Chapter 316, F.S., defines bicycles, pedestrians, and other nonmotorized users: <a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;URL=0300-0399/0316/0316ContentsIndex.html">www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;URL=0300-0399/0316/0316ContentsIndex.html</a></li> </ul> </li> </ol>
Part III. Eligibility Criteria: Question 2	<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>
Part III. Eligibility Criteria: Question 3	<p>Willing Manager Certification</p> <ol style="list-style-type: none"> <li>Complete and sign Part VIII</li> </ol>
Part III. Eligibility Criteria: Question 4	<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>
Part IV. Project Details: Question 1	<p>Project Tier</p> <ul style="list-style-type: none"> <li>A project could be both Coast to Coast (C2C) and the St. Johns River-to-Sea Loop (SJR2C)</li> <li>Projects that are classified as C2C and / or SJR2C are not classified as an “Individual Trail”. Individual Trails are part of the statewide system and are important for connectivity and may be known as another regional system</li> <li>FDOT SUN Trail Mapping: <a href="https://fdot.gov/planning/systems/SunTrail/maps.shtm">fdot.gov/planning/systems/SunTrail/maps.shtm</a></li> <li>OGT resources: <a href="https://floridadep.gov/">floridadep.gov/</a></li> </ul>

<p>Part IV. Project Details: Question 2</p>	<p>12-foot-wide asphalt trail. Projects less than 12 feet require FDOT Chief Planner approval regardless, if it is in FDOTs ROW (on-system) or outside of FDOT owned ROW (off-system)</p> <ul style="list-style-type: none"> <li>• FDM Topic 625-000-002 (Chapter 224) defines on-system multi-use trails or Shared Use Paths (SUP): <a href="https://www.fdot.gov/roadway/FDM">fdot.gov/roadway/FDM</a></li> <li>• FDOT Topic 625-000-015 (Florida Greenbook, Chapter 9) defines off-system multi-use trails (or SUP): <a href="https://www.fdot.gov/roadway/floridagreenbook/fgb.shtm">fdot.gov/roadway/floridagreenbook/fgb.shtm</a></li> <li>• FDOT Standard Plans: <a href="https://www.fdot.gov/design/standardplans/current/default.shtm">fdot.gov/design/standardplans/current/default.shtm</a></li> <li>• FDOT Specifications: <a href="https://www.fdot.gov/programmanagement/specs.shtm">fdot.gov/programmanagement/specs.shtm</a></li> <li>• FDOT Structures Design: <a href="https://www.fdot.gov/structures/default.shtm">fdot.gov/structures/default.shtm</a></li> <li>• FDM Topic 625-000-002 (Chapter 122) details Design Exceptions and Design Variations: <a href="https://www.fdot.gov/roadway/fdm/default.shtm">https://www.fdot.gov/roadway/fdm/default.shtm</a></li> </ul>
<p>Part IV. Project Details: Question 3</p>	<p>a. Description / project scope / purpose and need [maximum 1,000 words]</p>
<p>Part IV. Project Details: Question 4</p>	<p>Previous funding; if applicable.</p> <ol style="list-style-type: none"> <li>a. Indicate phases and funding year, then indicate anticipated completion date; construction should only be selected reconstruction or maintenance</li> <li>b. If federal funds have been used or contemplated for use in the project boundary, the project is federalized, and all future phases must adhere to federal requirements: <a href="https://www.fdot.gov/environment">fdot.gov/environment</a></li> <li>c. If applicable, indicate the source of the federal allocation (e.g., Transportation Alternatives Set-Aside, Carbon Reduction, Recreational Trails Program, Land and Water Conservation Fund, etc.)</li> <li>d. If FDOT funds have been used in the project boundary, use a similar naming convention for the new project, and if applicable</li> <li>e. Provide financial management number(s): <a href="https://www.fdot.gov/workprogram/aboutowp.shtm">fdot.gov/workprogram/aboutowp.shtm</a></li> </ol>
<p>Part IV. Project Details: Question 5</p>	<p>a. Proposed project administration. When FDOT is the proposed project administrator, the project sponsor should call the District Trail Coordinator as soon as possible to discuss the proposal; if applicable contact information is online here: <a href="https://www.fdot.gov/planning/systems/SunTrail/contacts.shtm">fdot.gov/planning/systems/SunTrail/contacts.shtm</a></p>

Part V. Project Costs: Questions 1-2	<p>a. Indicate the phases proposed for funding.</p> <p>b. Complete the summary table of the proposed funding and timeline. The “proposed year” is the earliest year the phase is ready for funding. Use Present Day Costs when inputting values. Provide funding costs for eligible project attributes, do not include ineligible expenditures (applicants must include matching funds if project attributes exceed the standard 12-foot-wide asphalt trail design). If applicable, indicate the match source.</p> <p>c. Projects within FDOT ROW (on-system) must utilize FDOT pay item numbers and descriptions. Use the Basis of Estimates Manual and historical cost information for the project area.</p> <ul style="list-style-type: none"> <li>• FDOT Estimate Documents and Publications: <a href="https://fdot.gov/programmanagement/estimates/documents/documents">fdot.gov/programmanagement/estimates/documents/documents</a></li> <li>• Reference Guide for State Expenditures: <a href="https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf">www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf</a></li> </ul>
Part V. Project Costs: Question 3	a. Complete and upload the SUN Trail Cost Estimate (Excel)
Part VI. Selection Criteria. Question 1	<p>a. Safety; if applicable describe.</p> <ul style="list-style-type: none"> <li>• <a href="https://fdot.gov/Safety/">fdot.gov/Safety/</a></li> </ul>
Part VI. Selection Criteria. Question 2	<p>a. Regional, state, or national importance; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Regional Trail Systems prioritized by FGTC: <a href="https://floridadep.gov/parks/ogt/content/florida-greenways-and-trails-council">floridadep.gov/parks/ogt/content/florida-greenways-and-trails-council</a></li> <li>• Other Regional Trail Systems identified by OGT: <a href="https://floridadep.gov/sites/default/files/Statewide%20Regional.pdf">floridadep.gov/sites/default/files/Statewide%20Regional.pdf</a></li> <li>• OGT Designations: <a href="https://floridadep.gov/parks/OGT/content/designations">floridadep.gov/parks/OGT/content/designations</a></li> <li>• National Recreational Trail: <a href="https://www.americantrails.org/national-recreation-trails">www.americantrails.org/national-recreation-trails</a></li> <li>• East Coast Greenway: <a href="https://www.greenway.org/">www.greenway.org/</a></li> </ul>
Part VI. Selection Criteria. Question 3	<p>a. Other funds; if applicable provide additional details.</p> <ul style="list-style-type: none"> <li>• WPI Part III – LOCAL FUNDS chapter, may be applicable: <a href="https://fdot.gov/workprogram/development/wp-instructions.shtm">fdot.gov/workprogram/development/wp-instructions.shtm</a></li> </ul>
Part VI. Selection Criteria. Question 4	<p>a. Blending transportation modes; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Complete Streets: <a href="https://fdot.gov/roadway/default.shtm">fdot.gov/roadway/default.shtm</a></li> <li>• Safe Routes to Schools: <a href="https://fdot.gov/Safety">fdot.gov/Safety</a></li> <li>• Bicycle Friendly America: <a href="https://bikeleague.org/bfa">bikeleague.org/bfa</a></li> <li>• Walk Friendly Communities: <a href="https://walkfriendly.org/">walkfriendly.org/</a></li> </ul>
Part VI. Selection Criteria. Question 5	a. Select the most appropriate response regarding construction.

Part VI. Selection Criteria. Question 6	<p>a. 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>
Part VI. Selection Criteria. Question 7	<p>a. Quality of life, economic opportunities, connectivity; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Florida Wildlife Corridor: <a href="http://floridawildlifecorridor.org">floridawildlifecorridor.org</a></li> <li>• Florida Geographic Data Library: <a href="http://fgdl.org">fgdl.org</a></li> <li>• Florida Trail Town Program: <a href="http://floridadep.gov/parks/OGT/content/trail-town-program">floridadep.gov/parks/OGT/content/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>
Part VI. Selection Criteria. Question 8	<p>a. Enhances or preserves environmental resources; if applicable describe.</p> <ul style="list-style-type: none"> <li>• Florida Wildlife Corridor: <a href="http://floridawildlifecorridor.org">floridawildlifecorridor.org</a></li> <li>• Florida Geographic Data Library: <a href="http://fgdl.org">fgdl.org</a></li> </ul>
Part VI. Selection Criteria. Question 9	<p>a. Existing trail connections; if applicable describe.</p> <ul style="list-style-type: none"> <li>• SUN Trail Mapping: <a href="http://fdot.gov/planning/systems/SunTrail/maps.shtm">fdot.gov/planning/systems/SunTrail/maps.shtm</a></li> <li>• OGT Online Trail Guide: <a href="http://floridadep.gov/parks/OGT/content/online-trail-guide">floridadep.gov/parks/OGT/content/online-trail-guide</a></li> <li>• Florida Geographic Data Library: <a href="http://fgdl.org">fgdl.org</a></li> </ul>
Part VI. Selection Criteria. Question 10	<p>a. Cost savings; if applicable describe.</p>