

The Florida Department of Transportation (FDOT) is soliciting new 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. Projects programmed for this cycle will be funded as early as Fiscal Years 2023/2024.

Authorization for the SUN Trail program is under [Section 339.81, Florida Statutes](#). FDOT will consider the following phases of project development: corridor planning, preliminary, and environmental planning; design; acquisition of right-of-way; new construction; or reconstruction of trail surfaces and bridges, and maintenance.

To receive consideration for SUN Trail funding, the [District Trail Coordinator](#) must receive a separate, complete proposal for each eligible Regional or Individual Trail project with applicable information, including the prioritization and required signatures **beginning October 5, 2017 and no later than 5:00 p.m., Eastern Standard Time, December 15, 2017.**

Proposals not meeting the Eligibility Criteria, and ineligible projects and phases will not receive funding consideration. New proposals for funding consideration should be submitted if a project was previously deemed ineligible, but now meets the Eligibility Criteria or if FDOT did not receive project information during the 2016 solicitation period.

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](#), which is aligned to the adopted Florida Greenways and Trails System Priority Land Trail Network; at minimum, this will include transmittal of a map of the project limits within the SUN Trail network, the typical section schematic and other applicable information provided in the “Request for Funding”.
2. Documentation that the project is a priority of the applicable jurisdiction; at minimum, this will include transmittal of an adopted prioritization list of projects and other applicable information provided in the “Request for Funding”.
 - a. If the project is within a boundary of a [Metropolitan/Transportation Planning Organization \(MPO\)](#), 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 entity 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; and
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.

Provide one complete hard copy and one complete electronic copy of the project proposal to your District Trail Coordinator. Each project proposal consists of the following submittal items:

1. Completed “Request for Funding” (one PDF file)
2. Aerial Location Map depicting the project limits (one PDF file)
3. Typical Section (one PDF file)
4. Prioritization List (one PDF file)
5. Completed Engineer’s Cost Estimate (one Excel file) prepared and signed by a Professional Engineer from the Engineering Office



SUN Trail “Request for Funding” Checklist <i>lettered items are required, bullets are recommendations</i>	
Select the PDF or the Word version of the “Request for Funding”	<ol style="list-style-type: none"> a. After selecting the preferred format, save the file with the project’s name, then complete the project proposal.
Part I. Eligibility Criteria: Question 1	Mapping Tools: http://www.fdot.gov/planning/systems/SUNTrail/maps.shtm <ol style="list-style-type: none"> a. Attach Aerial Location Map depicting the project limits (one PDF file) b. Attach Typical Section schematic depicting the existing and proposed features, dimensions and right-of-way lines (one PDF file) <ul style="list-style-type: none"> • If possible provide shapefiles
Part I. Eligibility Criteria: Question 2	Prioritization Certification <ol style="list-style-type: none"> a. Indicate prioritization number b. Attach prioritization list c. Complete and sign Part IV
Part I. Eligibility Criteria: Question 3	Willing Manager Certification <ol style="list-style-type: none"> a. Complete and sign Part V
Part I. Eligibility Criteria: Question 4	Plan compliance <ol style="list-style-type: none"> a. Indicate the type of plan(s), page number and date(s) of adoption b. As applicable, attach documentation
Part II. Project Information: Question 1	<ul style="list-style-type: none"> • Naming conventions must adhere to Section 334.071, F.S and Section 267.062, F.S. • This will be the name associated with funded projects
Part II. Project Information: Question 2	Mapping Tools: 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 or SJR2C should not be classified as an Individual Trail
Part II. Project Information: Question 6	<ol style="list-style-type: none"> a. Provide the address or nearest cross streets, include city and zip code
Part II. Project Information: Question 8	<ol style="list-style-type: none"> a. Provide a description of the purpose and need for the proposed project
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 II. Project Information: Question 9	<ul 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 and all future phases must adhere to federal requirements c. Indicate the source of the federal allocation (i.e. 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, it is possible the new project will have a similar financial management number
Part II. Project Information: Question 10	<ul style="list-style-type: none"> a. If FDOT is administering the project, the project sponsor should call the District Trail Coordinator as soon as possible for additional coordination
Part III. Project Costs	<ul 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 <ul style="list-style-type: none"> • Use Present Day Cost values when inputting values • Projects within FDOT right-of-way must utilize FDOT pay item numbers and descriptions • Provide funding costs for eligible project attributes • Indicate match when there are assurances the matching funds are available • Include matching funds if project attributes exceed the general 12-foot wide asphalt trail (i.e. concrete) design • Access the basis of estimates manual as well as historical cost information for the project area: <ul style="list-style-type: none"> ○ Basis of Estimates Manual ○ Historical Cost Information c. Complete and attach Engineers cost estimate (one Excel file) prepared and signed by a Professional Engineer from the Engineering Office
Part IV. Certification of Project Prioritization Question 1 or Question 2	<ul style="list-style-type: none"> a. Complete and sign Part IV
Part V. Certification of Willing Manager(s)	<ul style="list-style-type: none"> a. Complete and sign Part V
Part VI. Point of Contact	<ul style="list-style-type: none"> a. Provide contact information for the best person to answer questions about the project proposal

If you have any questions, comments or need further clarification, contact your [District Trail Coordinator](#). For additional guidance and to download the “Request for Funding,” visit FloridaSunTrail.com.