Florida Department of Transportation

Transportation Alternatives Program Guidance

FINAL

2/6/2014

PURPOSE

This Transportation Alternatives Program (TAP) Guidance was developed by the Florida Department of Transportation as a result of the highway funding act Moving Ahead for Progress in the 21st Century (MAP-21). This document was developed to provide guidance for the consistent implementation of the TAP across the State.

PROGRAM HISTORY

MAP-21 was signed into law on July 6, 2012. As part of MAP-21, the Transportation Enhancement Program, which began with the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), was reconstituted as the Transportation Alternatives Program, or TAP. The TAP, like Transportation Enhancements, continues to focus on expanding alternative modes of transportation. The Transportation Enhancement Program saw little to no changes through the two previous transportation funding bills, Transportation Efficiency Act for the 21 Century (TEA-21), and Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). However, MAP-21 instituted a number of changes with the implementation of the TAP. The TAP is codified in Title 23 United States Code (U.S.C.) sections 213(b) and 101(a)(29).

PROGRAM OVERVIEW

The TAP focuses on improvements that create alternatives to transportation for the non-motorized user and enhancements to the transportation system for all users. This is seen through the nine (9) eligible activities defined under the TAP and through the National Transportation Alternatives Clearinghouse's (NTAC) definition for TA projects, which states:

> *"Transportation Alternative (TA) projects are federally-funded community-based projects that expand travel choices and improve the transportation experience by improving the cultural, historic, and environmental aspects of our transportation infrastructure."*

In summary, the nine (9) eligible activities include:

1. Construction, planning and design of on- and off-road facilities for bicyclists, pedestrians, and other forms of non-motorized transportation
2. Construction, planning and design of infrastructure-related projects/systems to provide 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

Under Community improvement activities(5-8):

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. Archeological activities related to impacts from transportation projects eligible under Title 23
9. Environmental mitigation activities

In addition, the Safe Routes to School (SRTS) Program and Recreational Trails Program (RTP) were both consolidated with these nine (9) activities under the TAP. MAP-21 amended the RTP to make the funding a set-aside from the TAP. However, as allowed by MAP-21, the State of Florida opted out of that provision in 2013 and 2014, which means the FDOT retains all TA funds. RTP projects are still eligible under the FDOT's TAP; however, administrative costs of the RTP are not eligible.

Also, the planning, designing, and constructing of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways have been added to the eligible list of categories.

The TAP is a cost reimbursement program, not a 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, project costs may be incurred and ultimately reimbursed. It is important to understand that costs incurred prior to FHWA authorization are not eligible for reimbursement.

As this program has a number of steps necessary to select and fund projects, a flow chart has been established to help explain the process. This flow chart is shown in **Figure 1** at the end of this guidance.

The FDOT administers TAP projects through the Local Agency Program (LAP). Information on the LAP can be found on the FDOT's LAP webpage at the link provided below:

http://www.dot.state.fl.us/projectmanagementoffice/LAP/default.shtm.

PROGRAM FUNDING

Nationally, over $800 million are available for eligible projects through the TAP in both FY2013 and FY2014. As defined in MAP-21, each state receives the same proportionate share of these funds as they received in FY2009 through the Transportation Enhancement Program. This translated into an overall apportionment of $49,233,460 in TA funds for the State of Florida in FY2013. Apportionments per year for fiscal years 2014 and 2015 equal $49,901,474. This allocation for the TAP also includes funding for the Recreational Trails Program (RTP), Safe Routes to School Program (SRTS), and the planning, designing and construction of boulevards in the right of way of former interstate system routes or other divided highways.

Local control and decision-making is a fundamental part of the TAP. As such, TAP funding is divided into two categories. Fifty (50) percent of the funds are sub-allocated to areas based on population while the other fifty (50) percent may be obligated in any area of the State.

In general, eligible entities (Project Sponsors) within transportation management areas (TMA) with populations greater than 200,000 submit eligible projects which are selected and prioritized through a competitive process administered by the Metropolitan Planning Organization (MPO), in consultation with the FDOT. In TMAs with multiple MPOs, the MPOs will coordinate and agree upon a single project priority list for the TMA.

The population-based sub-allocations are to be distributed as follows:

- In urbanized areas of the State with an urbanized area population greater than 200,000;
- In areas of the State other than urban areas with a population between 5,001 and 200,000;
- In areas of the State with a population of 5,000 or less.

In Florida, sub-allocations for fiscal years 2014 and 2015 have been made as shown in **Table 1**. Allocations by District are shown in **Table 2**.

TABLE 1

Transportation Alternatives Program Funding Distribution				
Category	**Population/Area**	**FDOT Fund Code**	**FY2014**	**FY2015**
50% Based on Population	Population > 200,000	TALU	19,287,187	19,287,187
	Population > 5,000	TALL	3,329,209	3,329,209
	Population < 5,000	TALN	2,334,341	2,334,341
Any Area	-	TALT	24,950,737	24,950,737
TOTAL	-		49,901,474	49,901,474

Source: FDOT Work Program Instructions, Schedule A- Section 2, September 30, 2013

Normally, the Federal share for TA 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 (soft match) to serve as the State and Local match for the TAP. Therefore, project sponsors are not required to provide the 20 percent match.

For the current Fiscal Year 2013, FDOT has opted out of the Recreational Trails Program (RTP). In future fiscal years, FDOT may elect to receive funds for the RTP. The flow chart for the alternative for opting out of the RTP is provided as **Figure 2**. The flow chart for the alternative for opting into the RTP is provided as **Figure 3**.

The Project Application form is included in **Appendix A**.

Table 2

Transportation Alternatives Program Funding by District				
District	**Population/Area**	**FDOT Fund Code**	**FY2014**	**FY2015**
1	Population > 200,000	TALU	2,585,000	2,585,000
	Population > 5,000	TALL	554,000	554,000
	Population < 5,000	TALN	403,000	403,000
	-	TALT	3,454,000	3,454,000
	TOTAL		*6,996,000*	*6,996,000*
2	Population > 200,000	TALU	1,414,000	1,414,000
	Population > 5,000	TALL	698,000	698,000
	Population < 5,000	TALN	694,000	694,000
	-	TALT	2,788,000	2,775,000
	TOTAL		*5,594,000*	*5,581,000*
3	Population > 200,000	TALU	762,000	762,000
	Population > 5,000	TALL	618,000	618,000
	Population < 5,000	TALN	706,000	706,000
	-	TALT	1,905,000	1,901,000
	TOTAL		*3,991,000*	*3,987,000*
4	Population > 200,000	TALU	4,502,000	4,502,000
	Population > 5,000	TALL	186,000	186,000
	Population < 5,000	TALN	99,000	99,000
	-	TALT	4,661,000	4,652,000
	TOTAL		*9,448,000*	*9,439,000*
5	Population > 200,000	TALU	3,486,000	3,486,000
	Population > 5,000	TALL	832,000	832,000
	Population < 5,000	TALN	289,000	289,000
	-	TALT	5,163,000	5,200,000
	TOTAL		*9,770,000*	*9,807,000*
6	Population > 200,000	TALU	3,300,000	3,300,000
	Population > 5,000	TALL	65,000	65,000
	Population < 5,000	TALN	59,000	59,000
	-	TALT	3,213,000	3,224,000
	TOTAL		*6,637,000*	*6,648,000*
7	Population > 200,000	TALU	3,240,000	3,240,000
	Population > 5,000	TALL	376,000	376,000
	Population < 5,000	TALN	85,000	85,000
	-	TALT	3,766,000	3,749,000
	TOTAL		*7,467,000*	*7,450,000*

Source: FDOT Work Program Instructions, Schedule A – Section 4, September 30, 2013

PROJECT TYPES AND ELIGIBLE ACTIVITIES

Certain activities and project types are considered eligible for funding under the TAP. Eligible activities are defined in 23 U.S.C. 213 (b) and provided, in detail, in **Table 3**. To be eligible for funding under the TAP, projects must meet at least one of the eligibility criteria listed below and have a relationship to surface transportation. The term "relates to surface transportation" is more flexible than the "direct link" term previously used under original Transportation Enhancement Program. A project sponsor must clearly explain the projects relationship to surface transportation by noting its proximity to a highway or a pedestrian/bicycle facility, whether the project enhances the aesthetic, cultural, or historic aspects of the travel experience, or whether it serves a current or past transportation purpose. Other relationships could also be considered.

Because MAP-21 included changes to the eligibility criteria from the original Transportation Enhancement Program, a list of ineligible activities is also provided in **Table 3**.

- **Recreational Trails Program:**

While the State of Florida has opted-out of the Recreational Trails Program for FY2013 and FY2014, this does not negate the eligibility criteria defined in 23 U.S.C. 206 which defines the program. Any project eligible under RTP is also eligible under TAP, including equestrian trails and motorized vehicular activities. In Florida, the Recreational Trails Program is administered by the Department of Environmental Protection (DEP). Visit http://www.dep.state.fl.us/gwt/grants for more information on the Recreational Trails Program.

- **Safe Routes to School Program:**

Projects defined under the Safe Routes to School (SRTS) Program are also eligible for funding under the TAP. SRTS projects are eligible under TA regardless of their proximity to schools or ability to serve school populations. However, in order to track SRTS projects in Florida, FDOT requires consideration of location requirements under the SRTS program. Both infrastructure and non-infrastructure type projects, as well as costs for a Safe Routes to School coordinator remain eligible. The SRTS Program is defined in 23 U.S.C. 402 note Public Law 109-59 and additional information on the program can be found on the National Center for Safe Routes to School's website at http://www.saferoutesinfo.org/.

SRTS applications are provided in **Appendix B** for the infrastructure type projects and **Appendix C** for the non-infrastructure type projects. The form for infrastructure projects is FDOT Form 500-000-030. A sample application for non-infrastructure projects can be found at the link provided below:

http://www.dot.state.fl.us/projectmanagementoffice/Districts/D4LAP/D4LAPfiles/2013%20Transportation%20Alternatives%20Application%20Materials/2013TransAltAppMaterials.htm.

TABLE 3

Eligible Project Types	
1. Transportation alternatives (TA) defined in 23 U.S.C. 101 and provided below 2. Recreational trails program, defined in 23 U.S.C. 206 3. Safe routes to schools program, defined in 23 U.S.C. 402 note, Public Law 109-59 4. Planning, designing, constructing boulevards within the right of way of former interstate routes or other divided highways	
Eligible TA Project Activities	
Category	**Includes**
Construction, Planning, Design of facilities for pedestrians, bicyclists, and other non-motorized forms of transportation	• on and off road trails • sidewalks, crosswalks, and curb ramps • bicycle infrastructure • ped/bike signals • traffic calming • lighting and other safety infrastructure • projects to achieve ADA compliance
Construction, Planning, Design of infrastructure related projects and systems that will provide safe routes for non-drivers	• on and off road trails • sidewalks, crosswalks, and curb ramps • bicycle infrastructure • ped/bike signals • lighting and other safety infrastructure
Conversion and use of abandoned railroad corridors	• trails for pedestrians, bicycles and other non-motorized users
Construction of turnouts, overlooks, and viewing areas	• related lighting, interpretation, and pedestrian amenities
Community improvement activities	• Inventory, control, or removal of outdoor advertising • Historic preservation and rehabilitation of historic transportation facilities • Vegetation management practices in transportation rights-of-way o Provides safety benefit o Prevent against invasive species o Provide erosion control • Archeological activities related to impacts from transportation project eligible under Title 23
Environmental mitigation activities	• Pollution prevention • Pollution abatement • Mitigation to address o Stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, includes activities described in Section 133(b)(11), 328(a), and 329 o Reduction in vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats

TABLE 3 CONT'D

Ineligible TA Activities
1. Safety and Educational activities for pedestrians and bicyclists – ***except for those targeting children in grades K-8 under the SRTS program***
2. Acquisition of scenic easements and scenic or historic sites
3. Scenic or historic highway programs
4. Historic preservation as an independent activity unrelated to transportation
5. Operation of historic transportation facilities
6. Archeological planning and research undertaken for proactive planning
7. Transportation museums
8. State or MPO administrative purposes, except for SRTS administration, and administrative costs of the State permitted for RTP set-aside funds
9. Promotional activities, except as permitted under the SRTS
10. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
11. Routine maintenance and operations

PROJECT SPONSORS

Eligible project sponsors are provided in 23 U.S.C. 213(c)(4)(B) and listed below.

- Local governments
- Regional transportation authorities
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies, or schools
- Tribal governments
- 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 to carry out a project.

Non-profit organizations are also not eligible project sponsors unless they qualify under one of the eligible categories listed above, such as a transit entity or school. Non-profit organizations, however, may partner with an eligible entity if State or Local requirements permit.

PROJECT APPLICATIONS

The FDOT has developed a sample application form to be used by the Districts in the development of District specific application forms. This sample application is attached to this guidance document in **Appendix A**.

► **MPO Areas**

In all MPO areas, regardless of population, applications are to be submitted to the MPO with copies provided to the respective FDOT District Office. The MPOs are responsible for collecting, reviewing, and prioritizing all applications received based on criteria established by the MPO and which achieves the objectives of the TAP. Applications are typically reviewed and prioritized by various committees within the MPO structure and officially approved by the MPO Policy Board.

In TMAs with multiple MPOs, the MPOs will coordinate and agree upon a single project priority list for the TMA. As noticed in the Federal Register, Volume 77, No. 138, there are fifteen (15) designated TMAs in Florida. Those areas are: Miami, Tampa-St. Petersburg, Orlando, Jacksonville, Sarasota-Bradenton, Cape Coral, Palm Bay-Melbourne, Port St. Lucie, Palm Coast-Daytona Beach- Port Orange, Pensacola Fl-Al, Kissimmee, Bonita Springs, Lakeland, Tallahassee, and Winter Haven.

The list of prioritized projects is then forwarded to the respective 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 MPOs**

For areas outside of MPOs, applications are to be collected by the appropriate county commission for submission to their respective FDOT District Office. Counties will establish tentative priorities for projects in their area, and the FDOT will perform the project eligibility reviews. Consideration should be given to utilizing an advisory committee to 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.

Once FDOT has completed their eligibility and feasibility determinations, the list of prioritized projects will be finalized. Projects are then considered for programming in the FDOT Work Program.

► **SRTS Applications**

While SRTS infrastructure projects are broadly eligible under the TAP, it is important for statistical purposes and continuation of the program for Project Sponsors to continue submitting projects under the SRTS criteria. For those projects a separate SRTS application must be submitted along with a TA application. This allows these types of projects to be considered under other safety programs should they receive a low priority or not be selected for funding through the TAP. Completion of the SRTS application will provide the information necessary to be considered under other safety programs. Further details are provided on the TA application.

► **Application Cycle:**

Applications for TA projects may be submitted on an annual basis; however, it is acceptable, and desirable, to maintain an approved priority list of TA projects that may span a number of years relieving the FDOT, MPOs, and Local Agencies from an annual process. Such a list provides flexibility in funding

and scheduling projects and allows TA projects to be advanced should funding become available mid-year. It also provides a more efficient programming cycle by allowing FDOT and the MPOs to add projects to the outer years of the Work Program and Transportation Improvement Program (TIP).

While each District Office sets their own schedule for application submittals and evaluations, a general schedule is provided below in **Table 4**. This schedule reasonably follows the Work Program cycle. Applicants should contact their respective District Office for specific schedule dates.

Table 4

Typical Application Cycle	
Process Step	**Date Range**
Project Planning & Development	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

PROJECT SELECTION & PROGRAMMING

MAP-21 requires projects be selected through a competitive selection process (23 U.S.C. 213(c)(4)(A)) that is managed in part by the MPOs or Local Agencies. FHWA has issued guidance that further explains who manages the selection process. This information is shown in **Table 5**. As neither MAP-21 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, MPOs, and Local Agencies.

Table 5

Project Selection	
Area	**Who Manages Selection Process?**
Urbanized areas > 200,000 population	MPO (in consultation with FDOT)
Urban areas <200,000 population & Nonurban areas	FDOT (based on prioritized project submittals by small MPO's and/or counties)
Any area of the State	FDOT (based on prioritized project submittals by counties)

► **Competitive Selection Process:**

To select projects through a fair and competitive process it is necessary to establish advisory or selection committees to review the TAP applications and properly evaluate the proposed projects. MPOs have, and typically utilize, their committee structure (Technical Advisory Committee, Bike/Ped committees, etc.) to establish evaluation criteria. This criteria is to be used by the evaluation committee(s) for prioritizing the proposed projects. 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.

The resulting priority list is to be approved by the MPO or county, as appropriate, prior to submittal to FDOT for programming.

- **Evaluations:**

Each agency that evaluates TA applications, whether an MPO, County, or FDOT District Office, should utilize a list of technical criteria to evaluate and prioritize each application. The criteria should support the intent of the TAP and, at a minimum, include consideration of the following factors. This list is not in any order of importance and other factors considered important to a particular area could be included.

- ✓ right-of-way availability
- ✓ environmental impacts / permitting issues
- ✓ safety benefits
- ✓ public support for the project (a record of public involvement/support should be provided with application)
- ✓ constructability
- ✓ maintenance responsibility
- ✓ project's effectiveness in supporting TA goals
- ✓ project phases to be funded
- ✓ status of agency's Local Agency Program (LAP) certification
- ✓ cost estimate

Evaluating agencies may also consider the use of project presentations as part of the evaluation process. Presentations should 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 TAP.

Once the evaluation and prioritization process is complete and approved, the FDOT District Office will select projects for programming. Programming of projects will be based on priority, funds availability, implementing agency, and the ability of the agency to implement the project.

For those projects submitted under SRTS criteria, SRTS Coordinators will track all SRTS applications and determine their eligibility. SRTS projects that do not make the priority list may be submitted to the Statewide SRTS Coordinator for evaluation under other safety programs for which the project may be eligible.

- **Programming:**

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

Once a project is programmed, the FDOT will inform the Local Agency responsible for the project's development and instruct them to coordinate with the District LAP Administrator. The Local Agency will

be responsible for obtaining the proper certification to perform the project through the Local Agency Program (LAP).

PROJECT DEVELOPMENT

In most instances, TA projects will be developed by the Local Agency. However, in order to do so, the Local Agency must be LAP certified. Once a project is entered and funded in the FDOT Work Program, the Local Agency will enter into a LAP Agreement with the FDOT. All project aspects will be conducted in accordance with the LAP Manual and must meet federal requirements with regard to project development, consultant acquisition, design, right-of-way acquisition, project advertisement and procurement, and construction administration. All federally-funded projects are subject to the National Environmental Policy Act (NEPA) requirements and must receive federal authorization prior to commencement of any work. Any expenditure made on the project prior to execution of a LAP Agreement and receipt of a notice to proceed from FDOT will not be reimbursed and may jeopardize the project's funding.

More information and specific requirements of the LAP can be found at the following web address: http://www.dot.state.fl.us/projectmanagementoffice/LAP/default.shtm. Some District offices have also developed LAP Guides or Desk References that may provide additional assistance or understanding of the program. District LAP Administrators should be contacted for information on district specific documents and/or requirements. Contact numbers for the District LAP Offices are provided at the following web address: http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAPContacts.shtm.

Figure 1

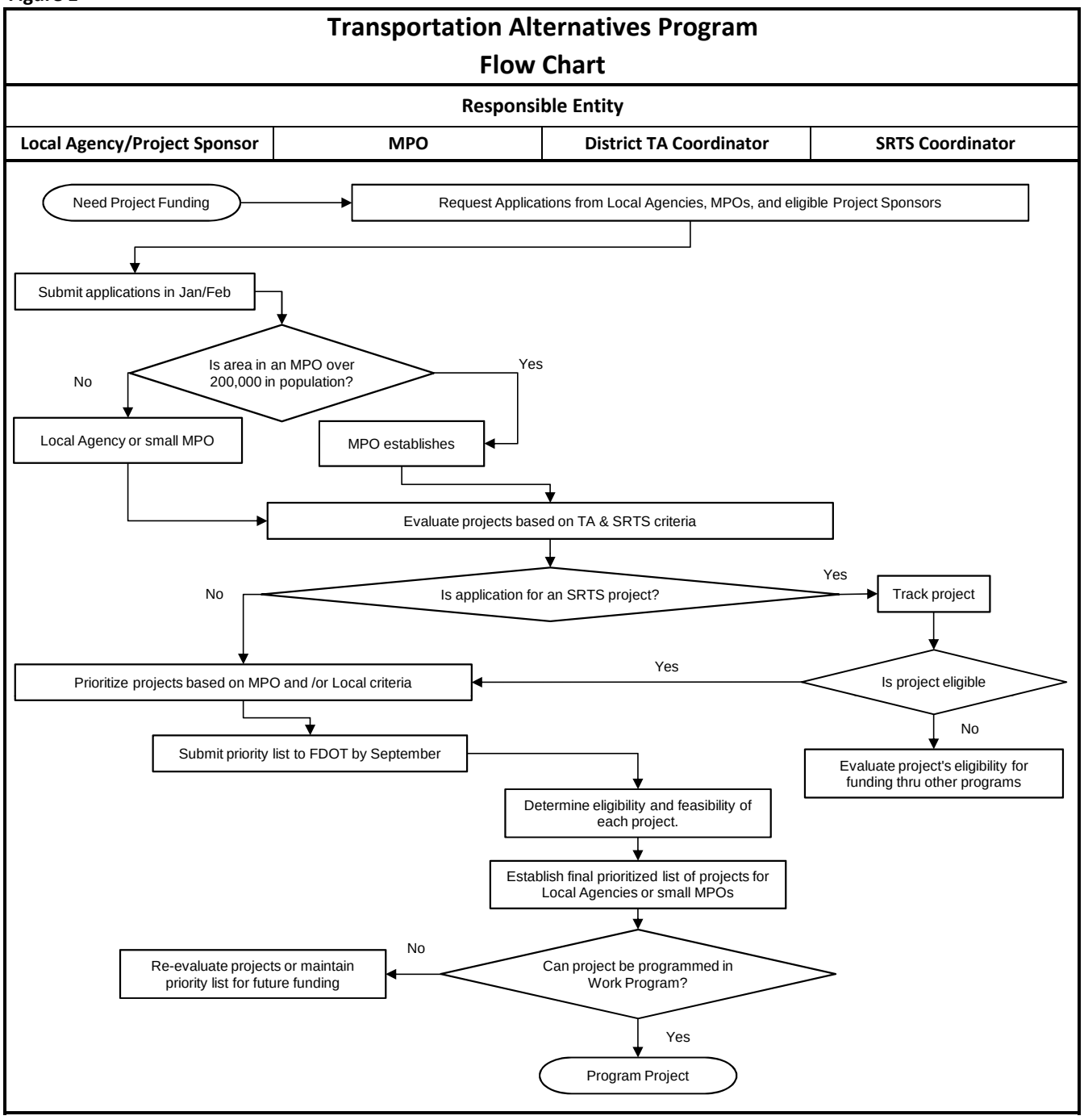
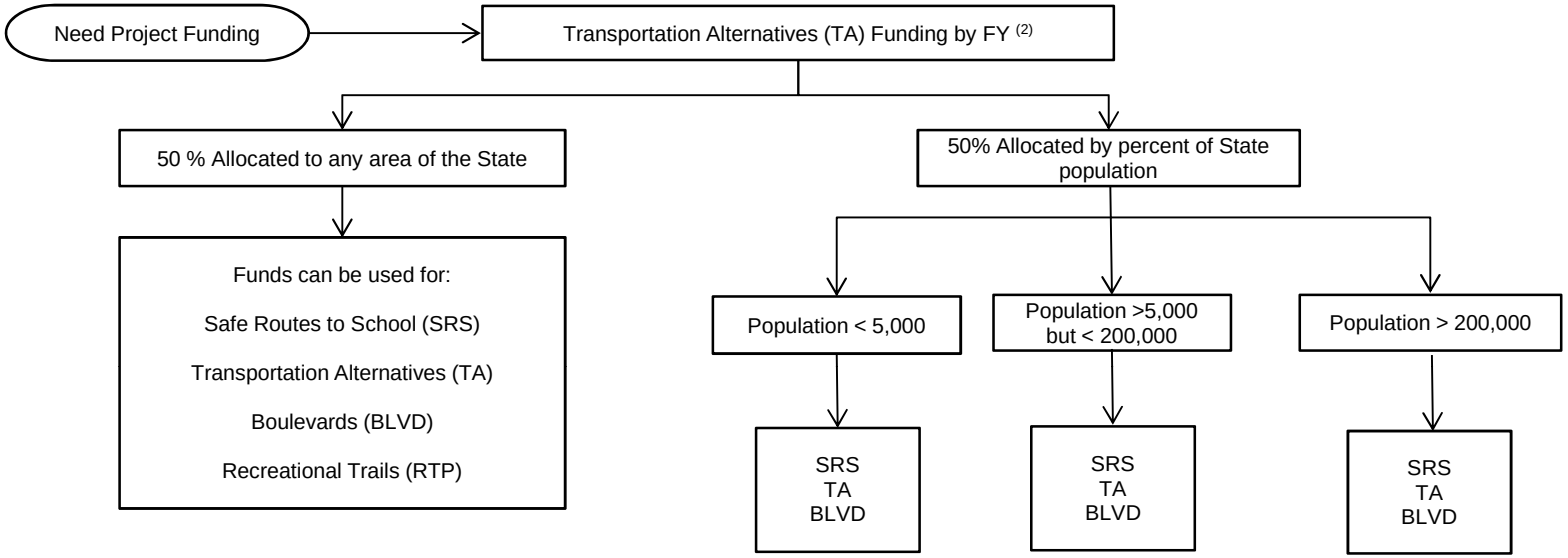

Transportation Alternatives Program
Flow Chart
Responsible Entity
Local Agency/Project Sponsor
MPO
District TA Coordinator
SRTS Coordinator
Need Project Funding
Request Applications from Local Agencies, MPOs, and eligible Project Sponsors
Submit applications in Jan/Feb
Is area in an MPO over 200,000 in population?
No
Yes
Local Agency or small MPO
MPO establishes
Evaluate projects based on TA & SRTS criteria
Is application for an SRTS project?
No
Yes
Track project
Is project eligible
Yes
No
Prioritize projects based on MPO and /or Local criteria
Evaluate project's eligibility for funding thru other programs
Submit priority list to FDOT by September
Determine eligibility and feasibility of each project.
Establish final prioritized list of projects for Local Agencies or small MPOs
Can project be programmed in Work Program?
No
Re-evaluate projects or maintain priority list for future funding
Yes
Program Project

Figure 2

Transportation Alternatives Program

Opt Out -Flow Chart[(1)]

Responsible Entity



Completed 1-9-14

(1) - graphics are for informational purposes only

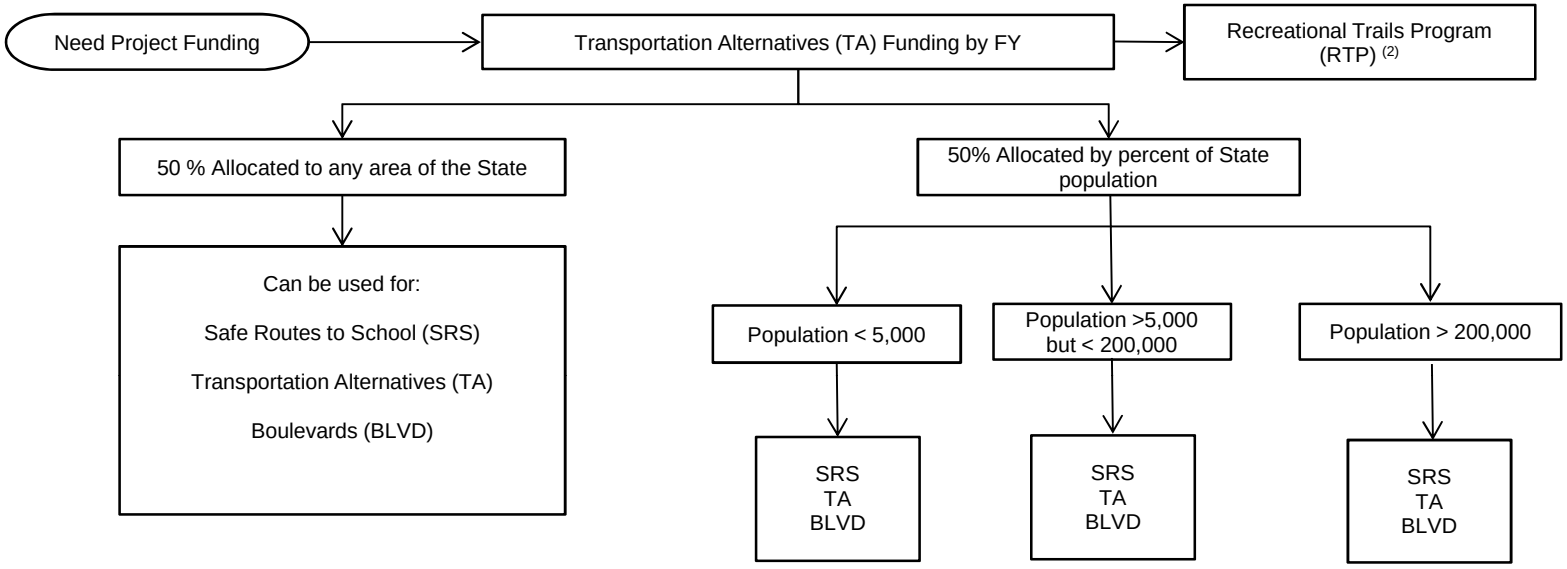
(2) - currently for FY 2014, the State of Florida has opted out of the RTP

Figure 3

Transportation Alternatives Program

No Opt Out -Flow Chart[(1)]

Responsible Entity



Completed 1-9-14

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(2) - currently for FY 2014, the State of Florida has opted out of the RTP

APPENDIX A

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	$
Project Development & Environment Study	$
Preliminary Engineering / Final Design Plans	$
Construction	$
Construction Engineering & Inspection Activities	$
Other (Describe)	$
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**

APPENDIX B

Florida's Safe Routes to School Infrastructure Application

2012-2013 Call for Applications

For anticipated funds through FFY 2019

Note: fields will expand as needed

SafeRoutes Florida Safe Routes to School

www.srtsfl.org

FDOT FORM # 500-000-30

Section 1 – School, Applicant & Maintaining Agency Information

Notes: *Signatures confirm the commitment of the Applicant and Maintaining Agency to follow the Guidelines of the Florida's Safe Routes to School Program. 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.*

County: City:

School Name: Congressional District:

Type: Elementary: ☐ Middle: ☐ High: ☐

Check below which of the required agencies or organizations is the Applicant:

School Board: ☐ Private School: ☐ Maintaining Agency: ☐

Name of Applicant Agency/Organization:

Contact Person: Title:

Mailing Address:

City: State: **FLORIDA** Zip:

Daytime Phone: E-mail:

Signature: Date:

Signature of School Board or school representative mandatory when different from applicant:

Signature: Date:

Typed name: Title:

Check below which of the required agencies is the Maintaining Agency:

City: ☐ County: ☐ Florida Department of Transportation: ☐, District:

Name of Maintaining Agency: DUNS Number:

Contact Person: Title:

Mailing Address:

Daytime 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 Planning Organization (MPO) Support: If the city or county is located within an MPO urban area boundary, the MPO representative must fill in the required information below, to indicate support for the proposed project:

Name of MPO:

Contact Person: Title:

Mailing Address:

City: State: **FLORIDA** Zip:

Daytime Phone: E-mail:

Signature: Date:

Designated Contact: Check below the primary contact (the one the District should coordinate with):

Applicant: ☐ Maintaining Agency: ☐ MPO: ☐

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 one 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 Student In-Class Travel Tally form at http://www.saferoutesinfo.org/resources/index.cfm following the schedule provided by the District? ☐ Yes ☐ No
B2. Have you attached the National Center's data summary for the Travel Tally to this application? ☐ 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:

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:

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.*
What neighborhood association or other neighborhood meetings have been held to inform neighbors directly affected by this proposed project and the reaction?
What PTA/PTO/school meetings have been held to inform parents and school staff about this project and the reaction?

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?
Explain what articles or letters to the editor have been written for newspapers, etc. and the reaction.

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:

I. OTHER INFORMATION: Describe below other relevant information that you believe further supports funding
1. Opportunity to resolve a documented hazardous walking condition and eliminate the resultant school busing. Include a discussion of public support for the project if busing were eliminated:
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:

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:	**1B. Future:**

2. Education: If your school has taught or plans to teach the Florida Traffic and Bicycle Safety Education Program (FTBSEP; see: http://www.dcp.ufl.edu/centers/trafficSafetyEd/) or other education program, please provide details below.

2A. Past:	**2B. Future:**

3. Encouragement

3A. Past:	**3B. Future:**

4. Enforcement

4A. Past:	**4B. Future:**

5. Evaluation

5A. Past:	**5B. Future:**

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. For a successful SRTS project, we would expect applicants to answer Yes to A, B or both.

A. Are many children already walking or bicycling to this school in less than ideal conditions? ☐ Yes ☐ No

If Yes:

- Explain more about the number of children affected:
- Explain more about the conditions/obstacles which prevent walking or bicycling to your school:

B. Are enough students living near the school to allow many children to walk or bike to school if conditions were improved? ☐ Yes ☐ No

If Yes:

- Explain more about the number of children living near the school and how this relates to the anticipated success of the proposed SRTS project:

C. Write a brief history of the neighborhood traffic issues as background for the proposed project:

D. 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?

E. Provide the percent of free or reduced lunch program at the affected school:

F. Have you included 5 years of crash data for the project location? ☐ Yes ☐ No
If no, then why?

G. STUDENT TRAVEL DATA:

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

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

Section 5 – Current Conditions

A. LOCATION ***Notes:*** *the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools. You must attach maps illustrating the area.*

Request #1 St. Name: Maintaining Agency: ☐ City ☐ County ☐ State

From: To:

Project begins how far from the school? (entire project must be within 2 mi; attach a map illustrating the area)
☐ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

Request #2 St. Name: Maintaining Agency: ☐ City ☐ County ☐ State

From: To:

Project begins how far from the school? (entire project must be within 2 mi; attach a map illustrating the area)
☐ 0 to ½ mile; ☐ ½ to 1 mile; ☐ 1 to 1 ½ miles; ☐ 1 ½ miles+

Explain additional project sites here:

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:

B. ROADWAY CHARACTERISTICS

Roadway Type:	☐ Urban (curb & gutter)	☐ Rural	
Shoulder Type:	☐ Grass	☐ Paved	☐ Curb
Shoulder Grade:	☐ Flat	☐ Steep-Up	☐ Steep-Down
Drainage:	☐ Swale	☐ Concrete Ditch	☐ Curb/Gutter
Status of walking surface:	☐ No walking surface, paved or unpaved		☐ Unpaved surface
	☐ Paved surface with gaps		☐ Continuous paved sidewalks

Describe the status of the current walking surface, or other existing facilities or signs and markings which affect this project (bike lanes, multi-use paths, school zone signs & markings, marked crosswalks, bike parking, etc):

Section 6 – 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:	Maintaining Agency: ☐ City	☐ County	☐ State	
From:	To:			
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:	Maintaining Agency: ☐ City	☐ County	☐ State	
From:	To:			
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:

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:

Request #2:

See Attachment for additional project sites: ☐

C. OTHER REQUESTS ***(describe the location & project characteristics of other requests such as bike parking, traffic calming or other improvements not listed above)***

- Bike parking: include the current and potential numbers of students who could use the facilities:
- Traffic calming: describe the relevance of the request to school safety, traffic speed, whether a speed study has been done and your efforts to work with law enforcement and the community to solve the speeding problems:

Describe any other requests:

D. 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 other school-related signals
☐ We need traffic signs	☐ We need other school-related signs
☐ We need marked crosswalks	☐ We need other roadway markings

Describe the existing and needed traffic controls:

E. TRAFFIC DATA ***Notes:*** *Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic*

St 1: Posted Speed Limit:	Operating Speed:	AADT:
St 2: Posted Speed Limit:	Operating Speed:	AADT:

Section 7 – Cost Estimate

Notes: This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible.

- This FDOT Transportation Costs website gives various resources, including FDOT District contacts in the Estimates Offices, who can help you with your cost estimate: http://www.dot.state.fl.us/planning/policy/costs/default.shtm.
- If your project is seriously considered for funding, a detailed cost estimate, which may be different from the one you submit. However, some Districts fund projects according to the Cost Estimate listed here, and the Applicant and/or Maintaining Agency are responsible for any difference in cost. Contact your District Safety Engineer if you have any questions.
- Infrastructure 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 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: http://www.dot.state.fl.us/rddesign/CS/CS.shtm

Construction Cost	
Maintenance of Traffic (MOT)	
Mobilization	
Subtotal	
Contingency (15% of Subtotal)	
Total Construction Cost	
Professional Engineering Design (15% of Total)	
Construction Engineering and Inspection (CEI) (15% of Total)	
Grand Total	

Section 7 B– Cost Estimate Narrative

Attach a **MANDATORY** breakdown of the construction costs & quantities by pay item.

Section 8 - Submission Checklist

Notes: This checklist includes required attachments. These will be counted toward total application score.

Color project maps and/or aerial photos clearly identifying:

A. ☐ School location
B. ☐ 2 mile radius around school
C. ☐ School's attendance area
D. ☐ Existing conditions
E. ☐ Proposed improvements
F. ☐ Adopted School Walking Map
G. ☐ Travel Survey Tally
H. ☐ Sign in sheets and minutes from all meetings
I. ☐ Letters of support
J. ☐ Map showing where students live
K. ☐ Color digital photos of existing conditions
L. ☐ Detailed Crash Data
M. ☐ Traffic/Engineering report evaluating the problem
N. ☐ Detailed Cost Estimate

For FDOT District Use Only

Notes: Please complete this information before sending to Central Office.

Funding type used: _____

FPID: _____

Does this project fill in a gap or provide a continuous route/path to school? ☐ Yes ☐ No

Once application is reviewed, please check the appropriate box. Both SRTS Coordinator and Liaison should review.
Reviewed by: Liaison ☐ SRTS Coordinator ☐ Other ☐ _____

APPENDIX C

Florida's Safe Routes to School Non-Infrastructure Information Form

Section 1 – School & Applicant Information

Proposed Activity or Program

Name of Proposed Activity or Program:

Brief Description of Proposed Activity or Program:

School Information

County or Counties:

City or Cities:

Type of school(s) (check all that apply): ☐ Public ☐ Private

☐ Elementary ☐ Middle ☐ High ☐ Other types of schools*

** Explain Other schools below*

Number of schools involved

☐ 1-3 schools involved. Name(s) of school(s)

#1:

#2:

#3:

☐ Multiple schools. Explain below how many schools will be involved, and their involvement.

Applicant Information

☐ School Board ☐ Private School ☐ Governmental Agency ☐ Other

Name of Agency/Organization:		
Contact Person:	Title:	
Daytime Phone:	E-mail:	
Mailing Address:		
City:	State: **Florida**	Zip:
Signature:	Typed Name:	Date:

Signature of School Board or school representative required when different from applicant:

Signature:	Typed Name:	Date:

Section 2 – General Program Information

1. **Data Collection:** Please review the data collection forms found at this link: http://www.saferoutesinfo.org/resources/index.cfm. Baseline data collection is required at the beginning of your program and follow-up data collection is required at its completion.
   Do you agree to provide this data following the FDOT District's schedule? ☐ Yes ☐ No
   Please describe how you plan to collect this data.

2. **Target population information:** Describe below the population targeted, including:
   - the demographics of your target population
   - the number of children in the school or schools
   - how many children you plan to target with your program
   - how many children currently walk or cycle to school
   - how many more children would be able to walk or cycle to school if your program is successful
   - if your program (or part of it) is directed toward adults, how many adults you plan to involve

3. **Problem identification:** Describe below what problem you are trying to address. Consider the current walking and cycling conditions in your project area, any problems or obstacles children encounter when they walk or cycle to school, educational needs, etc.

4. **Proposed solution:** Describe below your proposed solution is and how it will help solve the problems you have identified. Please write this in the form of a Scope of Services narrative. Include:

- what the program consists of
- what students you are targeting (the whole school or targeted groups)
- who your partners are and how they will help you with this program
- if there is personnel involved, explain who the personnel are, what they will be doing, and how compensation was figured
- whether the project addresses problems within two miles of the school

Section 3 A– Background Information: Planning

SRTS projects are most successful in the context of comprehensive planning

Describe below your past school planning efforts:

- Has your school used the Florida Safe Ways to School Tool Kit, or a similar planning process to develop its proposals? (see http://www.dcp.ufl.edu/centers/trafficSafetyEd/html_safe-ways.html)
- Who participated in the school planning efforts?
- Describe the planning process for accessibility to your school
- Does your school have approved walking maps? If so, how were these developed?
- Have you discussed school traffic, safety, or access problems with the Community Traffic Safety Team? If so, what were the results?

Describe below your future school planning efforts:

- What method do you plan to use?
- Who do you plan to involve?
- What is your timeline?

Section 3B– Background Information: The 5 E's

Safe Routes to School is designed to be a comprehensive program, encompassing the Five E's listed below. Describe what efforts your school has made to address the identified problem through each E so far, and what is planned in the future. Each box must be filled in. For more explanation of the Five E's, the Florida's Safe Routes to School Guidelines or http://www.saferoutesinfo.org/guide/

Past	**Future**
Engineering:	**Engineering:**
If your school has taught or plans to teach the Florida Traffic and Bicycle Safety Education Program (FTBSEP) or a similar program, provide details in the "Past Education" box below. For more information on this program, see http://www.dcp.ufl.edu/centers/trafficSafetyEd/	
Education:	**Education:**
Encouragement:	**Encouragement:**
Enforcement:	**Enforcement:**
Evaluation:	**Evaluation:**

Section 4– Budget Detail & Narrative

Below each item, explain how the item will support the program, and other appropriate details.

Budget Item	Requested Funds
Personnel Services* (List titles and totals in first boxes below) In Narrative, include numbers of hours, hourly rates, who this person is, and whether it's a new position or hours and duties added to an existing position.	
Narrative:	
Narrative:	
Narrative:	
Expenses:	
Materials and Supplies:	
Educational items:	
Promotional Items:	
Other Expenses:	
Operating Capital Outlay:	
Equipment:	

Total Request:

Section 4B – Budget Narrative

Explain any voluntary local matches for your program:

Explain in more detail below:

1. What each requested budget item listed is
2. How each will be used in your activity

Personnel Services:
1. Item detail:

2. Activity:

Expenses: Materials and Supplies
1. Item detail:

2. Activity:

Expenses: Educational items
1. Item detail:

2. Activity:

Expenses: Promotional Items
1. Item detail:

2. Activity:

Expenses: Other Expenses
1. Item detail:

2. Activity:

Operating Capital Outlay:
1. Item detail:

2. Activity: