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Secretary

## TRANSIT CORRIDOR PROGRAM

### PURPOSE:

To establish procedures for the Department's Transit Corridor Program.

### AUTHORITY:

Chapter 341, Florida Statutes

### SCOPE:

The requirements or processes related to this procedure may affect the State Public Transportation Office, District Public Transportation Office, state funded transit agencies and commuter assistance programs, local governments and metropolitan planning organizations.

### DEFINITIONS:

**Central Office:** For the purposes of this procedure, the Department of Transportation, Transit Office and/or staff.

**Congestion Management System Mobility Management Process:** A systematic process that provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods.

**District Office:** For the purposes of this procedure, the Department of Transportation, District public transportation office and/or staff.

**Eligible Designated Transportation Corridors:** For the purposes of this procedure, are those transportation corridors which are included in a local or the statewide Congestion Management Plan/Mobility Management Plan where increased traffic congestion and overcrowding are causing an inefficient transportation system. This definition also includes interstate corridors, as well as other constrained corridors listed in Transit Development Plans.

**Public Agency:** For the purposes of this procedure, is any unit of local government or subdivision of the state, including: Counties, Transportation Authorities, Universities, Municipalities, and Community Transportation Coordinators (Selected pursuant to **Chapter 427, Florida Statutes**)

**Technical Advisory Group:** A group of qualified individuals established and chaired by the District Office for Transit Corridor Projects. This group establishes goals and objectives for the project, evaluates the project's successes and/or failures, and recommends future actions. A Metropolitan Planning Organization's Technical Advisory Committee may serve as the technical advisory group where appropriate. If the District chooses they may have a "standing" technical advisory group for a regional area, which may serve as the technical advisory group for all corridor projects in the District.

**Transit Corridor Plans:** Studies to determine feasibility, methodology, capital needs, operating requirements, ancillary support needs, cost analysis, measurements, implementation schedules, alternatives and recommendations for Transit Corridor Projects. Plans should also investigate the viability of other alternatives such as park and ride lots, Transportation Demand Management strategies or service development projects. Plans should include a service or implementation plan for the project. If the appropriate information is available in the Congestion Management System/Mobility Management Plan, Project Development and Environment study, or a Transit Development Plan, a formal study or plan may not be required. A service or implementation plan would be required in this instance.

**Transit Corridor Project:** A project identified in a Transit Development Plan, Congestion Management System, or other formal study undertaken by a public agency designed to relieve congestion and improve capacity within an identified corridor, by increasing people carrying capacity through the use and facilitated movement of high occupancy conveyances.

**Transportation Demand Management Strategies:** A set of measures designed to reduce the number of trips made by single occupant vehicles and enhance the regional mobility of all citizens. These strategies can include but are not limited to: traditional ridesharing (carpooling & vanpooling); encouragement and enhancement of public transportation; encouragement of alternative work hours (flextime, compressed work week, etc.); encouragement of non-motorized transportation (bicycle and pedestrian modes); development and implementation of shuttle services; encouragement of priority or preferential parking for ridesharers; encouragement, facilitation and distribution of discounted transit passes; fostering telecommuting programs.

**Transit Development Plan:** A five-year document that describes and supports a transit agency's vision for the future. The plan includes a compilation of relevant data for the transit system's service area, identification of alternatives for meeting community

mobility needs, and a prioritized list of recommended actions.

**GENERAL:**

Department participation shall be based on documentation by the Department that the project is the most cost-effective method of relieving congestion and improving capacity within the identified corridor. As funding allows, this program will consider improvements on facilities designed to prevent them from becoming constrained.

Priority for funding of projects will be given to existing projects currently meeting the goals and objectives as set by the District.

**PROGRAM MANAGEMENT AND IMPLEMENTATION:**

1. CENTRAL OFFICE responsibilities shall include:
  - (A) Maintaining continuing communication with the District Offices on matters regarding the Transit Corridor Program.
  - (B) Developing and maintaining program policies and procedures.
  - (C) Monitoring compliance with established procedures.
  - (D) Providing technical assistance to Districts as required.
  - (E) Assuring that implementation and promotion of transit corridor service is coordinated with the Commuter Assistance Program where appropriate.
  - (F) Reporting periodically to the Districts on the statewide status of the program and on the results of specific projects.
  
2. DISTRICT OFFICE responsibilities shall include:
  - (A) Maintaining communication with the Central Office on program status and implementation.
  - (B) Establishing and maintaining communication with local transit systems, commuter assistance programs, Transportation Management Associations/Organizations and others interested in receiving funds to implement Transit Corridor Projects.
  - (C) Development or acceptance of Transit Corridor Plans.

- (D) Assisting transit systems and local agencies in the development and/or implementation of transit corridor plans as appropriate.
- (E) Selection of corridor projects for funding based on priorities established in consultation with the Central Office.
- (F) Selecting and chairing Transit Corridor Technical Advisory Groups, as required.
- (G) Monitoring and evaluation of all transit corridor projects.
- (H) Reporting to the Central Office periodically, at a minimum biennially, on the success and failures of the program and making recommendations for change if necessary.
- (I) Providing grants to public entities or contracting with professional consultants for the planning and implementation of corridor projects.
- (J) Providing technical assistance to grantees, as required.
- (K) Assuring proper project close out and disposition of capital acquisitions.
- (L) Development and administration of transit corridor projects in accordance with this established procedure.

## **1. FUNDING AND ELIGIBLE COST**

The Central Office will annually review all existing (i.e. currently approved and operating as of the annual review) projects, and will then allocate to the District sufficient target funds to cover these ongoing projects. First priority for funding under this program will be to existing projects meeting their adopted goals and objectives. Any remaining funds will be allocated to the Districts by formula, based on each District's percentage of the total state urbanized population. It is recommended that new corridor funding requests be submitted to the Central Office at least 12 months prior to the initial year of funding need.

The District may program up to one hundred percent (100%) of the cost for transit corridor projects, as provided by statute, involving the activities indicated below, either by grants to a public entity or by Department contract for services for part or all services necessary to plan and execute a transit corridor project including, but not limited to:

- (A) Development of Transit Corridor Plans.

- (B) Design and construction or installation oversight of project facilities and improvements.
- (C) Providing guidance and administrative support to the Technical Advisory Group during planning and implementation of the project.
- (D) Development of marketing and public relations activities.
- (E) Capital acquisition and investments based on study findings and as agreed to by the project Technical Advisory Group, including but not limited to:
  - 1. Rolling stock such as buses, vans, light rail vehicles and other high occupancy vehicles.
  - 2. Purchase of land for installation of project facilities and right of way for transportation corridor improvements.
  - 3. Construction and installation of facilities, such as Park and Ride lots, shelters and stations.
  - 4. Transportation corridor improvements such as turn lanes, traffic controls, and exclusive lanes or facilities for high occupancy vehicles.
- (F) Operational costs including but not limited to:
  - 1. Pre-service preparations
  - 2. Service operating deficits
  - 3. Marketing and public relations
  - 4. Project administration
  - 5. Security and traffic control
  - 6. Equipment and project lease, including appraisals
  - 7. Commuter transportation services
  - 8. Carpool and vanpool activities
  - 9. Other Transportation Demand Management strategies targeting

employers along the corridor or legitimate costs deemed appropriate by the District

## **2. CAPITAL ACQUISITION AND MANAGEMENT**

### **2.1 Capital acquisitions funded solely by the Department:**

**2.1.1** Non-vehicular capital acquisitions to meet the needs of the project shall be used only for those needs. Should any of these acquisitions no longer be required for the project they shall be returned to the Department for re-allocation or disposal.

**2.1.2** Vehicular capital acquisitions to meet the needs of the project shall be titled to the state, included in the State Bus Fleet, and shall be treated in accordance with the ***Transit Vehicle Inventory Management Procedure, Topic No. 725-030-025***. Vehicles no longer required for the project shall be returned to the State Bus Fleet for re-allocation or disposal.

### **2.2 Capital acquisitions funded in part by the Department:**

**2.2.1** Non-vehicular capital acquisitions to meet the needs of the project shall be used only for those needs. Should any of these acquisitions no longer be required for the project, the Department's share of the acquisition shall be returned to the Department as described in ***49 Code of Federal Regulations Part 18 - "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."***

**2.2.2** The Department shall be named as the only lien holder for all vehicles acquired for the project. Should these vehicles no longer be required for the project, the Department's share of the acquisition shall be returned to the Department as described in the ***Transit Vehicle Inventory Management Procedure, Topic No. 725-030-025***.

### **2.3 Vehicle Leasing**

Districts may authorize local agencies to enter into lease agreements and/or contract with the private sector for transit services during an established demonstration period.

## **3. PROJECT IMPLEMENTATION AND MONITORING**

**3.1** A Technical Advisory Group will be established upon approval of a transit corridor project. The Technical Advisory Group may include, but is not limited to, representatives of the following organizations:

District Public Transportation, Planning, Traffic Engineering, Preconstruction and Design, Metropolitan Planning Organization, city and/or county planning, traffic operations and law enforcement, transit agency and transportation providers, Regional Commuter Services Programs, Transportation Management Associations/Organizations, Central Office.

- 3.2** The Technical Advisory Group will be organized and chaired by the District Office. The Technical Advisory Group activities will include the determination of the scope of work to be performed by the consultants or public agency and participate in the selection of consultants in accordance with **Chapter 287, Florida Statutes**. The study findings will be analyzed by the Technical Advisory Group which will in turn help to coordinate and implement the program. The Technical Advisory Group should work in coordination with the congestion management system process.
- 3.3** Implementing a transit corridor project may consist of a series of events which occur over multiple years prior to the beginning of service. Before operations are initiated and depending on the complexity of the project, contracts may be required for capital equipment, design and construction of facilities, land or rights-of-way and roadway improvements.
- 3.4** Each corridor project shall have clearly defined goals and objectives. Milestones are to be established by which progress toward the goals and objectives can be measured. Decision points should be established where continuation of certain elements of the project or the entire project can be acted upon. The goals, objectives, milestones and decision points shall be defined by the grantee, be consistent with the Local Government Comprehensive Plan(s), Strategic Regional Policy Plan, Metropolitan Planning Organization Long Range Transportation Plan and the Florida Transportation Plan, and approved by the District Office initiating the project. Input may be received from the Technical Advisory Group and Central Office. After the initial two year period, projects consistently meeting milestones can be reauthorized by being added to the Department's work program.
- 3.5** A schedule of written progress reports shall be established as a part of the Joint Participation Agreement or Contract. At a minimum, a quarterly submission schedule will be required. These reports will be copied to the Central Office.
- 3.6** The Central Office periodically will inform the other districts of the successes and problems encountered in an effort to aid future projects.
- 3.7** A transit corridor project may have more than one Joint Participation Agreement executed for the different aspects of the project. These aspects may be the

purchase of buses, operating assistance, right-of-way purchase, park and ride lot construction, etc.

- 3.8** A final report from the grantee will be provided and approved by the District Office before submission of the final invoice for the project. The report shall include, at a minimum: a description of the project's history, summarization of its successes, problems encountered, and recommendations for future implementation.
- 3.9** Joint Participation Agreement execution shall follow the ***Public Transportation Joint Participation Agreement Procedure, Topic No. 725-000-005.***
- 3.10** The District files shall, at a minimum, include:
- (A) All Joint Participation Agreements and/or contracts, and any amendments or supplements thereto.
  - (B) A copy of each invoice presented for payment.
  - (C) A clear statement of the project's goals and a description of the process used to set and evaluate those goals.
  - (D) Membership roster and meeting minutes of all Technical Advisory Group meetings.
  - (E) Quarterly reports from the service provider.
  - (F) An inventory of all capital acquisitions including description, state participation, current location, and cost when acquired.
  - (G) All pertinent correspondence regarding the project.
  - (H) A copy of the portion of the audit performed in compliance with the Joint Participation Agreement /Contractual requirements as directed by the Central Office Audit Section.
  - (I) Project justification (i.e. copy of designation in Transit Development Programs or Congestion Management Systems, Transit Corridor Plan; etc.)

**4. TRAINING:**

There is no mandatory training for this program. The Central Office will provide

training as needed and identified by the Districts.

5. FORMS ACCESS:

There are no required forms associated with this procedure.