



Memorandum

To: [Distribution List]
From: Colleen Nicoulin, Executive Director
Date: January 23, 2025
Subject: Volusia-Flagler TPO's Annual Call for Projects

***** **FOR YOUR IMMEDIATE ATTENTION** *****

Announcing Volusia-Flagler TPO's Annual CALL FOR PROJECTS

The Volusia-Flagler Transportation Planning Organization (TPO) is now accepting applications for projects to be added to our List of Priority Projects. These applications will be used by the TPO to qualify and prioritize proposed transportation-related projects for feasibility study and/or implementation using federal and/or state transportation funding.

The deadline for submitting project applications is 4:00 p.m. on Monday, March 31, 2025.

All applications must be uploaded to the Volusia-Flagler TPO file transfer site:

[Click This Link to Upload Your Completed Application to the Volusia-Flagler TPO](#)

Only applications for transportation-related projects in the following Priority Project categories will be considered at this time:

- Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Projects
- Bicycle/Pedestrian and B/P Local Initiatives (bicycle and pedestrian focused) Projects
- Transportation Planning Studies
- Transportation Regional Incentive Program (TRIP) Eligible Projects (letter of support only)
- Shared Use Non-Motorized (SUN) Trail projects (letter of support only)

Traffic Operations, Safety, and Local Initiatives Projects and Bicycle/Pedestrian and B/P Local Initiatives Projects

All state and/or federal funded projects that are not on the State Highway System (SHS) require a 10% local match for the feasibility study.

All state and/or federal funded projects that are not on the State Highway System (SHS) require a minimum 10% local match for project implementation.

Local Initiatives projects address complete streets retrofits, roundabouts, major technology improvements, climate change adaptation, aesthetics, and other improvements that support the goals of the Long Range Transportation Plan. Local initiative projects that focus on traffic operations will use the *Traffic Operations, Safety & Local Initiatives Project Application*; those that focus on bicyclists and pedestrians shall use the *Bicycle/Pedestrian and B/P Local Initiatives Project Application*.

The process for reviewing and ranking Traffic Operations, Safety, and Local Initiatives projects and Bicycle/Pedestrian and B/P Local Initiatives projects is as follows:

1. For each proposed project, the Applying Agency (project sponsor) will submit a completed Volusia-Flagler TPO Traffic Operations, Safety, and Local Initiatives Project Funding Application or Bicycle/Pedestrian and B/P Local Initiatives Project Funding Application. The application will indicate whether the Applying Agency is requesting a feasibility study or project implementation. The Volusia-Flagler TPO will accept an application for project implementation (design, right-of-way, construction) only if the proposed project has undergone a feasibility study or if a feasibility study will not be required.
2. Volusia-Flagler TPO staff will screen applications to ensure that they are complete and include only eligible improvements/activities.
3. Project applications for feasibility studies:
 - a. Applying Agency (project sponsor) will submit an official letter to the Volusia-Flagler TPO certifying that the project is supported by the Applying Agency and agreeing to pay its required local share (10%) of the cost for a required feasibility study.
 - b. Traffic Operations, Safety, and Local Initiatives projects will be preliminarily ranked by the TIP Subcommittee; Bicycle/Pedestrian and B/P Local Initiatives Project Applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The Volusia-Flagler TPO Board will approve a final ranking of all projects.
 - c. The Volusia-Flagler TPO's consultant will perform a feasibility study on each proposed project in ranked order as funding becomes available. The Volusia-Flagler TPO will pay 90% of the study cost; the Applying Agency will be responsible for the remaining 10% (cash match).
4. Projects applications for project implementation (feasibility study or equivalent has been completed):
 - a. Applying Agency (project sponsor) will submit an application for project implementation, including the FDOT Project Information Application Form, and an official letter agreeing to provide the required local match for state and/or federal funds programmed on the project, and agreeing to pay for any cost overruns.
 - b. Traffic Operations, Safety, and Local Initiatives Project Applications will be preliminarily ranked by the TIP Subcommittee; Bicycle/Pedestrian and B/P Local Initiatives Project Applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The Volusia-Flagler TPO Board will approve a final ranking of all projects.
 - c. The Volusia-Flagler TPO will coordinate with the Florida Department of Transportation (FDOT) to program the projects in FDOT's Work Program and the R2CTPO's Transportation Improvement Program (TIP) in the order of priority set by the Volusia-Flagler TPO Board.

Transportation Regional Incentive Program (TRIP) Eligible Projects

For projects to be listed on the Transportation Regional Incentive Program (TRIP) Eligible Projects list, project sponsors shall submit a letter of support listing any TRIP eligible project(s) which are ready to advance into the TPO's Transportation Improvement Program and FDOT's Work Program and provide a commitment of local matching funds, if required.

Shared-Use Non-Motorized (SUN) Trail Eligible Projects

For projects to be listed on the Shared-Use Non-Motorized (SUN) Trail Projects list, project sponsors shall submit a letter of support listing any SUN Trail projects(s) which are SUN Trail eligible and are anticipated to be submitted for SUN Trail funding during the Program's Call for Projects.

Updated Cost Estimates and Letter of Continuing Support

Project Sponsors shall submit a letter for any currently ranked project affirming their continued support to retain each project on the priority list and provide updated cost estimates for all unfunded phases of each project they sponsor on the Regionally Significant Non-SIS, Tier "A", and Tier "B" project lists. This letter must be submitted to the Volusia-Flagler TPO on or before 4:00 p.m. on Monday, March 31, 2025.

Application Process Support

To help with the application process, the following items will be available for download from the Volusia-Flagler TPO's website ([2025 Call for Projects Information](#)):

1. Memorandum Announcing Volusia-Flagler TPO's Annual Call for Projects
2. Schedule for the 2025 Priority Project Process
3. 2024 Adopted Lists of Priority Projects
4. Volusia-Flagler TPO's General Instructions for Project Applications
5. Volusia-Flagler TPO's Priority Project Application for Traffic Operations, Safety, and Local Initiatives Projects
6. Volusia-Flagler TPO's Priority Project Application for Bicycle/Pedestrian and B/P Local Initiatives Projects
7. Volusia-Flagler TPO's Priority Project Application for Transportation Planning Studies
8. Supporting Resolutions

For questions regarding Traffic Operations, Safety, and Local Initiatives Projects and Transportation Planning Studies, contact Colleen Nicoulin, (386) 226-0422, extension 20417.

For questions regarding Bicycle/Pedestrian and B/P Local Initiatives Projects, contact Stephan Harris, (386) 226-0422, extension 20428.

The deadline for submittal of all project funding applications, letters of support and updated cost estimates is 4:00 p.m. on Monday, March 31, 2025.

Applications submitted after the deadline will not be accepted.

All applications must be uploaded to the Volusia-Flagler TPO file transfer site:

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