

Attachment 1

Summary of the policies, procedures and guidelines for the TE Program

This year, the enhancements funds received by the MPO are approximately \$4.2 million. This figure includes funding for Construction Engineering and Inspection (CEI), approximately 2% of the total amount. Applicants should take this into consideration when requesting Transportation Enhancement funding.

The following are Broward MPO policies regarding the Enhancement Program:

- The deadline for **receipt** of completed applications to the Broward MPO office is **Monday, April 4, 2011 at 5:00 p.m.**
- Submit **FIVE (5) HARD COPIES and FOUR (4) CD's of each application.**
- A **maximum of 2 applications** will be accepted from each project applicant.
- If both applications are found to be eligible by FDOT and both rank high enough to be funded, the municipality must choose one application to receive funding.
- Requests for Enhancement funding are now required to be a **minimum of \$250,000 and a maximum of \$1,000,000 per project.** Sponsoring agencies are permitted and encouraged to provide matching (municipal) funds. The design phase is the responsibility of the sponsor, and those associated expenses may be included as local match.
- All projects must be designed and constructed through the **Local Agency Program (LAP).** Each sponsor is responsible for implementing funded projects. This requires becoming LAP-certified for appropriate work phases prior to executing a project agreement.
- The **Enhancement Prioritization Criteria**, attached, will be used by the Enhancement Prioritization Subcommittee.
- **No presentation will be required. The merit of a project will be based solely on the application submitted.**
- For proposed projects that include paver bricks, applicants should instead consider alternatives such as stamped concrete.

Please ensure all procedures and guidelines, including eligible and ineligible activities are followed as outlined in the enclosed Transportation Enhancement procedures:

- A project sponsor must be a local government entity that will commit to maintenance of projects upon completion,
- All right-of-way to be used in a Transportation Enhancement project must be in public ownership, under the control of the local government,
- Funds cannot be used for operating expenses, routine maintenance activities, or enhancements normally required as part of another project, such as ADA compliance, and
- Priority will be given to projects that indicate they will be "ready to go" in the program year the Enhancement funds become available. **The person responsible for committing the agency's financial resources should attach to the application a letter stating that resources will be dedicated as scheduled.**