

1. What is the definition of a multi-use trail?

The Florida Department of Transportation (FDOT) defines a multi-use trail as a paved, shared-use path, which is typically 12 feet wide, but may vary from 10 feet to 14 feet wide, or larger, depending upon physical or environmental constraints, or usage. In some areas of extreme constraints, such as at bridges or in environmentally sensitive lands, a multi-use trail may be as narrow as eight feet wide. In general, development of SUN Trail funded projects will be 12-foot wide, asphalt, multi-use trails.

2. How is a multi-use trail different from a sidewalk?

A trail is designed to facilitate mixed use travel and priority at intersections may be given to trail users. A sidewalk, by contrast, serves a local need and is routinely built as part of the normal bicycle and pedestrian accommodations within a roadway project. Sidewalks are designed primarily for pedestrian use (acknowledging that local codes may permit bikes on sidewalks) with priority at intersections normally given to roadway traffic.

3. What is the SUN Trail Program?

The SUN Trail program provides funding for the development of a statewide system of paved multi-use trails (SUN Trail network) for bicyclists and pedestrians. The SUN Trail network is the paved component of the Florida Greenways and Trails System (FGTS) Priority Land Trail Network. For additional information visit: www.FloridaSunTrail.com.

4. How is the SUN Trail program administered?

Administration of the SUN Trail program is by the FDOT's Central Office (CO), Systems Implementation Office, namely the SUN Trail Program Manager. This manager works with stakeholders to develop and implement the SUN Trail program, and to provide input for other trails developed by FDOT. In addition to the statewide SUN Trail Program Manager, there is at least one Trail Coordinator in each of FDOT's seven Districts and the Turnpike Enterprise, collectively referred to as the Districts. The Trail Coordinators are the District's primary point-of-contact. They assist with coordinating aspects of SUN Trail planning and implementation. These activities may include project identification, evaluation, prioritization, programming, mapping, administration, and program compliance. To identify District Trail Coordinators or the Statewide Program Manager visit www.FloridaSunTrail.com and select "Contacts".

5. Under what authority does the SUN Trail program operate?

[Section 339.81, Florida Statutes](#) (F.S.) established the SUN Trail program.

6. What is the authorization for funding the SUN Trail program?

[Section 335.065, F.S.](#), bicycle and pedestrian ways along state roads and transportation facilities, authorizes FDOT to use the State Transportation Trust Fund (STTF) to support the establishment of a statewide system of interconnected multiuse trails, for bicyclists and pedestrians, in coordination with the Florida Department of Environmental Protection (FDEP).

7. What is the funding source for the SUN Trail program?

FDOT receives an annual allocation from the redistribution of new vehicle tag revenues pursuant to [Section 320.072, F.S.](#), Motor Vehicle Licenses.



8. What is the FDOT Work Program?

The Five-Year Work Program (WP) is the result of an ongoing process that prioritizes and funds upcoming transportation system improvements scheduled for the next five years. It is prepared in accordance with [Section 339.135, F.S.](#) The development of the WP involves extensive coordination with local governments, including Metropolitan/Transportation Planning Organizations (MPO), municipalities, counties, and input from other stakeholders. The first year of the adopted work program (AWP) authorizes FDOT to expend funds to complete activities and projects. The last four years of the work program are included for planning purposes. The AWP provides clear direction on where, when and how FDOT will build and fund projects. To learn more visit: www.fdot.gov/workprogram/aboutOWP.shtm.

9. What project phases are eligible for SUN Trail funding?

SUN Trail legislation allows the allocations of TLWR funds to all phases of project development, including:

- preliminary and environmental planning;
- design;
- acquisition of real property/land/right-of-way (ROW);
- new construction or reconstruction of trail surfaces and bridges; and maintenance.

10. What is ineligible for SUN Trail program funding?

Pursuant to the legislation, [Section 339.81, F.S.](#), components funded through the SUN Trail program will not include:

- Sidewalks; nature trails; loop trails wholly within a single park or natural area;
- On-road facilities, such as bicycle lanes of routes other than on-road facilities that are no longer than one-half mile connecting two or more nonmotorized trails, if the provision of non-road facilities is infeasible and if such on-road facilities are signed and marked for nonmotorized use; an exception is made for on-road components of the Florida Keys Overseas Heritage Trail.

Allocation of SUN Trail funds will not include the development of amenities associated with trail projects, including but not limited to the following elements:

- Benches, trail furniture, and seating areas;
- Bicycle racks or lockers, air or repair stations;
- Buildings, restrooms, wayside structures, overlooks, fishing platforms, transit facilities, shelters or picnic pavilions/tables;
- Kiosks (regulatory and safety signage permitted);
- Landscaping (trail stabilization permitted);
- Litter or recycle receptacles, and doggie bag dispensers;
- Parking areas or trailheads;
- Playgrounds, fitness equipment or structures;
- Promotional, marketing or educational materials;
- Sculptures, fountains, monuments, or art; and
- Water fountains, splash zones, spigots, showers, water features, or irrigation equipment.

11. Are there minimum eligibility requirements for SUN Trail program funding?

Yes. To receive consideration for SUN Trail funding, the District must receive a completed “Request for Funding” with applicable project information, including required signatures by the announced deadline. 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 FGTS Priority Land Trail Network; at minimum, this will include transmittal of a map illustrating the project limits within the SUN Trail network, the typical section schematic, and applicable information provided in the “Request for Funding”.
2. Documentation provided that the project is a priority of the applicable jurisdiction; at minimum, this will include transmittal of an adopted prioritization list of projects and 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.

12. How do I verify if an existing or planned trail is within the SUN Trail Network?

Visit www.FloridaSunTrail.com and select “SUN Trail Mapping Information”. For additional assistance, contact your [District Trail Coordinator](#).

13. What is the role of the Office of Greenways and Trails (OGT)?

The OGT, within FDEP, provides statewide leadership and coordination to establish, expand, and promote the FGTS, pursuant to [Chapter 260, F.S.](#), Florida Greenways and Trails Act. For additional information, visit: www.FloridaGreenwaysAndTrails.com.

14. What is the FGTS?

The FGTS Plan establishes Florida’s vision for a statewide trail network and the framework for systematically closing the trail gaps and connecting priority corridors through coordinated planning efforts of both public and private partners. This statewide trail network includes existing, planned and conceptual trails (on both land and water), and ecological greenways. The FGTS Opportunity Land Trail Map is the state companion to community greenways and trails and bicycle and pedestrian master plans. It encompasses a combination of multiple and single-use trails for a variety of trail users. The FGTS Priority Land Trails Network encompasses the most important corridors and connections within the FGTS Opportunity Land Trails Network. For additional information, visit: www.FloridaGreenwaysAndTrails.com.



15. Do the FGTS maps change?

Yes. OGT works with stakeholders to update the maps and seek adoption from the Florida Greenways and Trails Council (FGTC) every three to five years. However, as projects progress from preconstruction to construction, corridors may be refined to reflect the final alignment. Likewise, as funding becomes available the trail status will change as the “gaps” are developed into “existing” trails becomes available. These administrative changes are ongoing. Non-administrative changes to the Network, such as the addition of corridors, require FGTC approval.

16. Why must projects be on the FGTS Priority Land Trails Network to be eligible for funding through the SUN Trail program?

Similar to the Strategic Intermodal System (SIS), the FGTS Priority Land Trails represents the statewide network of high-priority (strategic) corridors and connections. The combined legislation from 2014 and 2015 directs FDOT, among other charges, to focus on FGTS priorities and to develop the SUN Trail Network. The adopted FGTS Priority Land Trail Network, modified by removal of corridors not envisioned as paved trails, is the starting point for determining SUN Trail network eligibility.

17. Who are the Florida Greenways and Trails Council (FGTC)?

Among its duties, the FGTC serves to advise the FDEP on greenway and trail related issues, promote intergovernmental cooperation and private partnerships for developing the greenways and trails system, and to recommend priorities for critical links in the system. Among other public agencies and private stakeholders, FGTCs membership includes FDOT. Currently the SUN Trail Program Manager represents FDOT. For additional information, visit: www.FloridaGreenwaysAndTrails.com.

18. What actions did FGTC take to identify and make recommendations for funding Regional Trail Systems through the SUN Trail program?

December 15, 2015	Identification of the Coast-to-Coast Trail Connector (C2C) as the top priority Regional Trail System
January 25, 2016	Regional Trail criteria adopted
February 29, 2016	Seven Regional Trail Systems recommended for further analysis by OGT
March 31, 2016	Selection and prioritization of additional Regional Trail Systems, in priority order they are: <ol style="list-style-type: none"> 1. St. Johns River-to-Sea Loop (SJR2C) [selected as second regional trail system for SUN Trail funding] 2. Capital City to Sea Trails (CC2S) 3. Southwest Coastal Regional Trail (SWCC) 4. Heart of Florida Loop (HOFL) 5. East Coast Greenway - Southeast (ECG-SE)



20. Will FDOT only fund the “Regional Trail Systems” identified by the FGTC?

No. FDOT uses a two-tier funding structure to implement the SUN Trail program funds. One tier provides approximately two-thirds of the total allocation over the period of the Five-Year AWP to fund the top two Regional Trail Systems identified by the FGTC ([C2C](#)) and the ([SJR2C](#)). The other tier provides approximately one-third of the total allocation over the period of the Five-Year AWP to Individual Trail segments that close gaps in the SUN Trail network.

21. How should entities identify and prioritize potential trail projects for funding through the SUN Trail program?

The planning, evaluation and prioritization process for creating a multi-use trail varies depending upon the needs, policies, procedures, substantial goals, and values of the organization’s representation. Identifying and establishing priorities may require the coordination of planning efforts from the local to the federal level. The community involvement process is essential to planning and implementing successful projects. Identifying stakeholders, proponents of the project, and potential concerns of carrying out the project are important aspects of the planning process. Additionally, strong local leadership, that fosters support and maintains momentum, is essential for successful projects. The FGTS Plan provides guidance for communities initializing and prioritizing their own trail vision.

22. How should entities submit proposals for SUN Trail funding?

To receive consideration for SUN Trail funding, the District Trail Coordinator must receive a separate, complete “Request for Funding” for each eligible Regional or Individual Trail project proposed for SUN Trail funding, with applicable information, including the prioritization and the required signatures during a solicitation period by the announced deadline.

23. Our governmental agency is familiar with the 2016 Individual Project Application. Is the “Request for Funding” the same as that application?

No. The “Request for Funding” is different from the 2016 Individual Project Application.

24. Our governmental agency prepared and submitted an Individual Project Application during the 2016 solicitation period but it was not selected for funding. Do we need to submit a new “Request for Funding”?

Unless elements of a project have changed (i.e. project limits, new phase of funding being proposed, grade separation, etc.), it is unnecessary to submit a project already being considered for funding. A new “Request for Funding” should be submitted if a project was previously deemed ineligible but it now meets the Eligibility Criteria or if FDOT did not receive a request during the 2016 solicitation period.

25. When is the “Request for Funding” due to the District Trail Coordinator?

Requests for Funding were accepted by the District Trail Coordinators between October 5, 2017 and 5:00 p.m., Eastern Standard Time (EST), on December 15, 2017. FDOT does not anticipate accepting new funding proposals in the foreseeable future.



26. Is there an annual solicitation period for new project proposals?

No, there is not an annual solicitation. However, during the annual revision cycle, projects in the AWP are considered for advancement or deferral, a new fifth year is added, and the first year drops off as projects are completed. The annual revision is known as the development of the tentative work program (TWP).

27. If SUN Trail funds are identified in the adopted work program for a pre-construction phase of an Individual Trail project, should an agency continue to pursue other funding sources for the remaining phases of the Individual Trail project?

Yes. Like other types of transportation systems, the needs for the development and improvements of multi-use trails exceed available funding. Therefore, in the Individual Trail category an allocation to one project phase is not a guarantee of commitment to allocations for future project phases. FDOT is committed to completing the C2C and the SJR2C and will continue to program project phases that meet the Eligibility Criteria.

28. When will FDOT announce projects that are receiving SUN Trail funding?

Annually FDOT conducts public hearings to give stakeholders an opportunity to learn about and comment on the TWP. Subsequent to adoption of the WP in July, FDOT announces the projects. To learn about SUN Trail projects included in the AWP, visit www.FloridaSunTrail.com and select “Plans & Projects” or visit: www.fdot.gov/workprogram.

29. Can SUN Trail allocations be mixed with other allocations?

Yes. Other applicable allocations from federal, state, local, and private sources may fund improvements in tandem with the SUN Trail funded aspects. However, SUN Trail funds do not qualify as match requirements for other funding programs. As appropriate, local agencies should coordinate with their respective District if multiple funding sources will implement the project.

30. I understand that SUN Trail is provided through state allocations but federal funds are also within our funded project area. Does this federalize the project?

Yes. Although SUN Trail is a state allocation, if any part of the funded individual trail project [which includes projects in the Regional Trail Systems and the Individual Trail funding categories] utilizes federal funds, then that entire individual project is federalized. This requires adherence to federal requirements including the National Environmental Policy Act (NEPA) and Buy America for actions such as the acquisition of real property/land/ROW. Regardless of funding source, if a project has received federal funds or is eligible to receive federal funds for future phases it must comply with federal requirements. The project would require NEPA review and approval by the FDOT District or the Office of Environmental Management as described in the FDOT Project Development & Environment Manual and pursuant to the NEPA Assignment Memorandum of Agreement signed between FDOT and Federal Highway Administration effective December 14, 2016. For additional information visit: www.fdot.gov/environment/pubs/pdeman/pdeman1.shtm.



31. Will FDOT oversee funded project phases or will other agencies oversee them?

Generally, FDOT will administer allocations on projects within the existing FDOT ROW (on-system) for phases funded through the AWP. As such, the district office will assign a project manager for funded project phases. Administration of the funded project phases may occur by another agency if it would be more practical, expeditious, and economical for them to perform the project. This may also occur on projects located outside of FDOT's ROW (off-system).

32. What happens if FDOT is not administering the funded project phases?

For non-FDOT managed projects, the local agency will act as the administering body, and serve as the project manager, with the District providing necessary oversight. The District will facilitate execution of the Florida Department of Financial Services Catalog of State Financial Assistance (CSFA) [Number 55.038](#) cost-reimbursement agreement with another government entity. This legal instrument will describe intergovernmental tasks to be accomplished and funds to be paid between government agencies. All state agreements are subject to the Florida Single Audit Act (FSAA) and [Section 215.97, F.S.](#) The District will assign a point of contact to provide necessary oversight, assist recipients and sub-recipients in complying with the FSAA, and ensure that its duties as a pass-through entity (as defined in the FSAA) are accomplished for the successful implementation of the awarded funds.

33. Is the SUN Trail Reimbursement/Grant Agreement Standardized?

Yes. To review it, click here: <http://www.fdot.gov/planning/systems/SUNTrail/guidance.shtm> and select "SUN Trail Reimbursement/Grant Agreement".

34. What is the minimum advertising period for locally administered projects funded through the SUN Trail program?

Pursuant to [Section 255.0525, F.S.](#), projects that cost more than \$200,000 shall be publicly advertised at least once in a local newspaper 21 days prior to the established bid opening, and at least five days prior to any scheduled pre-bid conference. Funded projects that cost more than \$500,000 shall be published at least 30 days prior to the established bid opening, and five days prior to any scheduled pre-bid conference.

35. FDOT and our governmental agency entered into a CSFA [No 55.038](#) (grant) agreement for a project. Are vendor negotiations required to be performed in a public meeting?

Although FDOT performs negotiations in public meetings, local agencies are not required to conduct vendor negotiations in a public meeting. If vendor negotiations are not performed in a public meeting, they are required to be recorded and adhere to [Section 286.0113, F.S.](#)

36. How can I learn more about design criteria and procedures?

Review the 2018 FDOT Design Manual (FDM) by clicking here: www.fdot.gov/roadway/fdm/.

37. How can I learn more about designing and constructing projects that are located outside of FDOT's ROW?

Review the 2016 Florida Greenbook by clicking here:
<http://www.fdot.gov/roadway/FloridaGreenbook/FGB.shtm>.

38. What are traffic control devices?

Traffic control devices are signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway.

39. Are trail traffic control devices standardized?

Yes. FDOT adopted the national Manual of Uniform Traffic Control Devices (MUTCD) 2009 edition with Revisions 1 and 2, May 2012. For additional information visit: <http://www.fdot.gov/traffic/TrafficServices/MUTCD.shtm>. See Chapter 9B–shared use paths, Chapter 3B– pavement markings, and Chapter 4F contains information on Pedestrian Hybrid Beacons. Section 4L.03 contains information regarding Warning Beacons to provide active warning of a pedestrian’s presence. Section 4N.02 contains information regarding In-Roadway Warning Lights at crosswalks.

40. What happens if FDOT acquires new property/land/right-of-way (ROW) for a trail?

If the land acquired expands ROW along a FDOT maintained facility, FDOT may maintain ownership. Otherwise, FDOT may purchase land, separate from the existing FDOT ROW, on behalf of the managing agency or transfer title upon completion of construction.

41. Who operates the trails funded through the SUN Trail program?

Typically, long-term managers are local or regional governmental entities, tribal governments or other public land agencies with the responsibility for oversight of transportation or recreational trails. Projects traversing multiple jurisdictional boundaries may have multiple managers. For example, multiple entities manage the East Central Regional Rail Trail.

42. When is the trail manager responsible for the maintenance identified?

It is important to identify the party responsible for trail operation and maintenance early in development of a project. This ensures that the appropriate agency is aware of their responsibilities and has the authority to maintain the project over the long-term and to be involved in the development of the project. Communication of this willingness occurs upon submittal of the “Request for Funding” to the District.

43. What are the expectations for managing entities as it relates to maintenance obligations?

The department will enter into an agreement or other form of documented commitment with another governmental entity to ensure that a local sponsor/agency is committed to long-term trail maintenance. The managing entity (local sponsor/agency) will provide routine regular maintenance. They are responsible for the daily upkeep and operation of the trail to protect users, they will reduce safety hazards that occur, and they will ensure a quality level of service is maintained on the facility. Routine Maintenance involves the day-to-day upkeep of a trail. Activities may consist of litter pick-up, trash removal, debris removal, soil and weed control, graffiti removal, mowing, sweeping, sign replacement, shrub trimming, maintenance of drainage, and other regularly scheduled maintenance activities. For additional information, visit: http://www.fdot.gov/planning/systems/SUNTrail/SUN_Trail_Legal_Sample_OffSystem.pdf or http://www.fdot.gov/planning/systems/SUNTrail/SUN_Trail_Legal_Sample_OnSystem.pdf

44. What is Level-of-Service (LOS) and are there tools to calculate it for trails?

Level-of-Service (LOS) is a scoring system that ranks a given roadway’s ability to handle current traffic volume (usage). If a roadway’s current traffic volume exceeds its carrying capacity, traffic flow may be impeded and unsafe, and that roadway’s LOS score will be low. Conversely, if a roadway’s carrying capacity is greater than the roadway’s current usage (thereby allowing traffic to flow freely and safely), then the LOS score for that roadway will be high. LOS scores are typically awarded on an ordinal “letter grade” scale of A through F, with A representing the highest/best LOS score possible. In July 2006, the Federal Highway Administration (FHWA) released a report on how to calculate LOS for “shared use paths” (i.e. trails). The centerpiece of the report was a spreadsheet calculation tool that can determine the LOS for a given trail based on basic input data from the trail manager.

According to FHWA, a trail’s carrying capacity (and thus LOS) is primarily a function of trail width and user type (e.g. cyclist, inline skater, pedestrian). Trail user conflicts typically occur during passing (opposite direction meetings and same direction over-takings) – situations are largely influenced by trail width. Length is not a factor in determining trail carrying capacity.

Using the FHWA trail LOS calculation tool, a standard 12-foot wide paved multi-use trail with an hourly one-way trail user volume of 55-164 (passing a single, precise point on the trail) will receive an LOS score of B. User volume below 55 receives an LOS score of A, while user volume above 164 receives a C or lower.

Carrying capacity in the SUN Trail network is defined as “the trail user volume which will allow a trail to retain an LOS score of B or better”. Consequently, all

12-foot wide trails with standard use have a one-way hourly carrying capacity of 164 (or a daily two-way carrying capacity of 3,936 [164 x 2 (two-way traffic) x 12 (daily number of hours of operation)]).

10-foot wide trails with standard use have a one-way hourly carrying capacity of 70 (or a daily carrying capacity of 1,680 [70 x 2 (two-way traffic) x 12 (daily number of hours of operation)]).

14-foot wide trails with standard use have a one-way hourly carrying capacity of 195 (or a daily carrying capacity of 4,680 [195 x 2 (two-way traffic) x 12 (daily number of hours of operation)]).

For additional information, visit:

<https://www.fhwa.dot.gov/publications/research/safety/pedbike/05138/>

To download the LOS Calculator click here: [Microsoft® Excel® LOS Calculator](#)



45. Will FDOT allow the additional development of trails within a typical limited access facility?

Understanding that safety is FDOT's top priority, we consider how bicycles, pedestrians, high-speed vehicles, and maintenance activities would interact in a Limited Access ROW (LA ROW). Drivers using most limited access facilities are not expecting the normal activities associated with trails, and similarly, the high-speed movements of vehicles are best being separated from the trail users. For these reasons, the Department will not allow additional development of trails within a typical limited access facility. Subsequently, parallel trails and at-grade crossings will not be considered within LA ROW, with exceptions at interchange ramp terminals. While facilities such as the existing Suncoast (Parkway) Trail are within LA ROW, Florida's Turnpike Enterprise (FTE) is conducting a review to evaluate moving all these trails outside of the LA ROW through transfer of underlying ownership to the entities managing the trail. FDOT understands the needs and benefits of Florida's trail network and will continue to work with all existing and future requests for trail crossings. The Department will identify opportunities to accommodate these requests at an existing roadway crossing or on an aerial crossing that spans the LA ROW, where feasible.

The Department has established the following criteria for locating trails within or across Department owned limited access facilities:

- It is the Department's intention to facilitate interconnectivity with other existing or planned trails as identified by the FGTC in accordance with "Florida's Greenways and Trail Act".
- Trails must be available for public use.
- Agreements shall be developed to assign trail ownership and maintenance to local (governmental) agencies.
- Parallel trail facilities will not be allowed within LA ROW. Consideration for exceptions shall be approved by the Chief Engineer, in consultation with the Chief Planner.
- Trails that require a crossing of the Department's LA ROW will not be allowed within two miles of an existing or proposed trail crossing.
- At-grade trail crossings will not be allowed within the LA ROW. Trails will be required to span the LA ROW entirely with minimal piers in the LA ROW.
- Trails are allowed on causeways/bridges that span navigable waterways using barrier separation.