

ECONOMIC DEVELOPMENT TRANSPORTATION FUND APPLICATION INSTRUCTIONS

Name of Business

1. KEY EDTF PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

Please carefully review all application instructions. Contact Enterprise Florida to discuss the project and application before submitting a formal proposal.

Application Instructions: Each Economic Development Transportation Fund (EDTF) application must be accompanied by:

1. The **General Project Overview** (separate document) completed by a representative from the company on whose behalf the application is being submitted.
2. The **Economic Development Transportation Fund Attachment** (this document) completed by the government entity applying for the grant.
3. Department of Transportation project cost estimate (last page of this document) form to be completed by a DOT representative from the local DOT district.
4. A letter from the company (on company letterhead and signed by an authorized company officer) indicating:
 - a. The transportation impediment that exists and required improvements needed to eliminate the impediment; and
 - b. A statement indicating the project will not occur in Florida without the proposed transportation improvements and only one Florida site is under consideration.
5. A 1:24,000 (1 inch = 2,000 feet) **U.S.G.S. quadrangle sheet** which shows the transportation project and the company's proposed site.
6. A small **sketch or diagram** (no more than 8 ½ by 14) showing:
 - a. All existing transportation facilities in proximity to the business project (clearly labeled);
 - b. The business project property boundaries;
 - c. General outline of the facility within the property (existing and / or proposed);
 - d. All existing transportation entry and exit points; and
 - e. The proposed transportation project (clearly designated as the proposed project).

Note: The diagram need not be professional, and the scale may be rough, but it should be in sufficient detail to present the observer with a clear understanding of the current situation and the proposed project.

Applicants are encouraged to submit electronic copies of the application and all supporting materials, in addition to one original, signed copy of the General Project Overview, EDTF attachment, USGS map, and additional maps. If materials cannot be submitted electronically, file **one original and five copies of all application materials** with Enterprise Florida.

Program Overview:

- The EDTF grant must be approved by OTTED prior to the company making its decision to locate, expand, or remain in Florida.
- EDTF may be used to alleviate a transportation impediment as an inducement for a business to remain, expand, or locate in Florida. The grant may not exceed total eligible project costs, up to \$5,000 per job retained or created. Exceptions to the per job limit may be allowed. Contact Enterprise Florida for details.
- EDTF applications are accepted throughout the year (there is no application deadline); however, the state's fiscal year runs from July 1 to June 30 and the annual appropriation is made on July 1.
- Pursuant to 288.063, Florida Statutes, EDTF funds cannot be used to induce a company to locate from one Florida community to another. Contact Enterprise Florida if the project involves relocation.
- EDTF is a reimbursement of eligible costs. The applicant must follow all standard contract bid and purchasing procedures.
- Economic Development Transportation Fund: [Section 288.063, Florida Statutes](#).

Economic Development Transportation Fund Attachment to the General Project Overview

To add text outside of the gray fields or click the statutory reference link, de-select the "Protect Form" (lock) button on the Forms toolbar.

Name of Business

IMPORTANT NOTE: This application must be filed and the incentive approved *prior* to a company's decision to expand or locate in Florida.

1. APPLICANT

A. Government Applicant: _____

B. Government Federal Employee Identification Number: _____

C. Name of Primary Contact: _____

Title: _____

Mailing Address: _____

Street Address

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____

Email Address: _____ Website: _____

D. DOT District Number: _____

2. TRANSPORTATION OVERVIEW

Be sure to attach a rough site plan showing the facility in relation to the requested transportation improvements to be funded from the EDTF.

A. Briefly describe the transportation problem and why it is an impediment to the company's location decision.

B. Briefly describe the transportation project that will alleviate the transportation impediment.

Economic Development Transportation Fund Attachment to the General Project Overview

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3. ESTIMATED COSTS AND SOURCES OF FUNDING

Include all transportation project costs and sources, even costs not eligible for reimbursement under EDTF, but part of the total transportation project.

A. Transportation Project Costs:

Construction	\$ _____
Right of Way ¹	\$ _____
Design & Engineering	\$ _____
Total Project Costs	\$ _____

B. Transportation Project Funding Sources:

City	\$ _____
County	\$ _____
Company	\$ _____
Other (govt. grants, developer, etc)	\$ _____
Total Non-EDTF Funding	\$ _____

Please Specify: _____

EDTF Requested Amount² \$ _____

Note: Requested amount must equal the difference between the transportation project costs in 3a. and the transportation project funding sources in 3b.

4. PROJECT INFORMATION

A. Number of jobs created and retained:

Net new jobs: _____ Retained jobs _____ Total Jobs _____

B. New capital investment generated: \$ _____

C. Average wage for new and retained jobs: \$ _____

D. Number of days required to complete construction of the transportation project: _____

E. What is the location of the project (provide road number, if applicable)?

US: _____ State: _____ County: _____ City: _____

F. Who is responsible for maintenance and upkeep? (indicate if more than one are applicable)

US: State: County: City:

G. What is the length of the transportation project (if applicable): _____

1 Right-of-Way cost may be included in the cost estimate if acquisition is required from a third party in order to construct the transportation project; however, EDTF will not provide funds to acquire the right-of-way. These right-of-way costs must be funded by a source other than EDTF in Section 4b.

2 Maximum requested amount is \$2 million. Award amount will be up to \$5,000 per job created or retained, unless extraordinary circumstances exist, which warrant an increased per job award. Contact Enterprise Florida for more information.

Economic Development Transportation Fund Attachment to the General Project Overview

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5. OTHER CONSIDERATIONS

A. Is there an alternative that would provide a more cost effective solution to the transportation problem?

Yes No If yes, explain: _____

B. Are there additional traffic impacts?

Yes No

If yes, does the project provide for these additional impacts?

Yes No If no, explain: _____

C. Is the adopted local government comprehensive plan for the jurisdiction in compliance with Chapter 163, Part II, Florida Statutes³?

Yes No If not, what is the expected time frame for compliance? _____

D. What is the future land use map designation for the proposed project site?

E. Are the transportation project and business facility consistent with the adopted local government comprehensive plan?

Yes No If not, describe the inconsistency and give the time frame for amending the plan: _____

F. Does the adopted plan include an economic development element?

Yes No

G. Is the applicant's transportation project linked to other publicly funded economic development programs?

Yes No If so, list the programs and discuss the role they will play in this project: _____

H. Is the proposed site part of a current or previous DRI?

Yes No If yes, explain (including concurrency issues): _____

I. Will low to moderate income workers be eligible for employment within this facility?

Yes No If yes, please describe: _____

J. Is the proposed transportation project already included in future capital improvement plans?

Yes No If yes, explain: _____

³ [Chapter 163, Part II: Growth Policy; County and Municipal Planning; Land Development Regulation](#)

Economic Development Transportation Fund Attachment to the General Project Overview

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6. TRAFFIC IMPACTS

*Only REQUIRED for projects involving state highways.
Information is optional for all other projects.*

A. Traffic generation estimates: (in number of vehicles daily)

Number of cars _____ Number of trucks _____

B. AM Peak Hour: _____ a.m. to _____ a.m.

Number of inbound cars _____ Number of inbound trucks _____

Number of inbound cars _____ Number of inbound trucks _____

C. PM Peak Hour: _____ a.m. to _____ a.m.

Number of inbound cars _____ Number of inbound trucks _____

Number of inbound cars _____ Number of inbound trucks _____

7. SIGNATURE

To the best of my knowledge, the information included in this application is accurate.

Signature of chief elected official

Name: _____

Title: _____

- Signature must be that of the chief elected city or county official.
- If this application is for a city or county road, the city or county, respectively, must agree to maintain the road (via passage of a resolution following state approval of the EDTF grant). This will be stipulated in all contracts involving expenditure of the Economic Development Transportation Fund.

***** PLEASE BE SURE TO ATTACH THE GENERAL PROJECT OVERVIEW *****

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**OFFICE OF TOURISM, TRADE, AND ECONOMIC DEVELOPMENT ECONOMIC
DEVELOPMENT TRANSPORTATION PROJECT FOR SUBMISSION TO YOUR DOT
DISTRICT SECRETARY'S OFFICE**

DOT TRANSPORTATION PROJECT CONSTRUCTION COST ESTIMATE:

Based on information provided with this application:

Estimated cost of construction	\$ _____
Estimated cost of right of way	\$ _____
Estimated cost of design and engineering	\$ _____
Total estimated costs:	\$ _____

Was cost overrun considered in total cost?

Yes No

If yes, how much? \$ _____ or % _____

Has design and engineering been completed?

Yes No

If yes, is design in accordance with DOT specifications?

Yes No

How many days are estimated for completion of the transportation project? _____

DOT Comments: _____

Signature of DOT representative

DOT district number: _____

- The signature of FDOT only attests to EDTF transportation project cost estimates and does not commit FDOT to automatically approve any permits associated with this project.
- Applications submitted without this completed and signed page are incomplete and will not be processed until received by Enterprise Florida, Inc.