



RDO/MPO Letter of Intent Review sheet

(Applicants do not need to complete this check-list, but should be prepared to answer these questions during a follow-up conversation with their respective Regional Development Organization or Metropolitan Planning Organization).

Proposed project name: _____

Applicant/Sponsor interviewed: _____

Date of LOI interview: _____

Interviewer: _____

The following is a list of questions that the reviewing party should discuss with the applicant prior to recommending the project to continue to the full application.

1. Is the project eligible to receive federal funding through the Transportation Alternatives Program? *Does the project meet one of the qualifying criteria below?*

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101](#) et seq.).
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including—
 - a. inventory, control, or removal of outdoor advertising;
 - b. historic preservation and rehabilitation of historic transportation facilities;
 - c. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - d. archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—
 - a. address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections [133 \(b\)\(11\)](#), [328 \(a\)](#), and [329](#); or
 - b. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.



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2. Does the applicant have a clear concept of the project for which they are applying for TAP funding as well as a clear understanding of the costs associated with the project?

Have the applicant tell you about their project. You should be able to gauge their level of knowledge and project readiness by the depth of clarity about the project details.

- Are they clear about what they want to do?
- Are they searching for funds and creating a project to fit the funds?
- Is it more than a concept?
- Has there been good communication with an engineer who can identify costs involved with the various stages of the project?

3. Has the project received written support or equivalent from the sponsoring agency including elected officials and engineers responsible for project delivery?

- Do they have written support/resolution from their local unit of government?
- Do they have written support/resolution from their sponsoring agency, if required?*
- Does the sponsoring agency's Engineer support the project?
- Does the project involve partnering with and / or crossing state or federal agency controlled land / rights of way? If so, the full application should include a Letter of Support from the agency(ies) involved.

4. Has the applicant and/or sponsoring agency developed a financial strategy to match the federal funding and any additional funding necessary to complete your proposed project?

This question will help gauge their understanding of required match. It is also important to identify whether their match has been verbally committed, is budgeted, or has actually been set aside.

Their match has been:

- Verbally committed
- Budgeted
- Funds are already encumbered and specifically designated for this project

If additional funds are required due to unforeseen circumstances, would they be able to come up with the additional funds?

- Yes **What is your contingency plan?**
- No

Are there other funding sources they will be using for this project (e.g. DNR, LCCMR)?

- Yes _____

(List the type(s) of funds)

- No



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5. Do the applicant and/or sponsoring agency have a plan or commitment to acquire or purchase the necessary right of way (if applicable)?

These questions will help reduce any potential for project “slippage”. They should be aware of the following potential issues:

Does the project use Section 4(f) Park Lands or properties?

Yes No (I am 25% 50% 75% 100% certain)

Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places?

Yes No (I am 25% 50% 75% 100% certain)

Does the project affect species or critical habitat protected by the Endangered Species Act?

Yes No (I am 25% 50% 75% 100% certain)

Does the action require no or minor amounts of new right of way or temporary easement, minor access change, no relocations, and has low risk of hazardous materials

involvement? **If the project impacts railroad property, have you been in contact with the railroad?**

Yes No (I am 25% 50% 75% 100% certain)

Does the project involve placement of fill into Waters of the U.S.?

Yes No (I am 25% 50% 75% 100% certain)

Does the project encroach into a floodplain?

Yes No (I am 25% 50% 75% 100% certain)

Does the project significantly impact air quality in a negative manner?

Yes No (I am 25% 50% 75% 100% certain)

Is the project anticipated to be controversial?

Yes No (I am 25% 50% 75% 100% certain)

6. Is the applicant aware of the federal project development process and other requirements associated with the receipt of TAP funding, including the environmental documentation requirements?

Following is a partial listing of the regulations that apply to any project receiving federal transportation funds. Ask the applicant if they are familiar with the following federal regulations:

Davis-Bacon and Copeland Acts: Payment of pre-determined wage is applicable to all federal-aid construction contracts exceeding \$2,000 and to all related subcontracts.

ADA Requirements: All transportation alternative projects must comply with the federal and state handicapped accessibility mandates.

Anti-Discrimination Laws: Each sponsoring participant must comply with applicable federal and state Anti-discrimination laws and be able to demonstrate compliance.

Project Supervision: All projects must be under the direct supervision of a Minnesota Licensed Professional Engineer.



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7. Is the project identified in a Statewide and/or Regional Plan?

Preference will be given to projects that have been identified in a local, regional, or state plan, and have included public involvement.

- The project is identified in a plan _____
(name of plan)
- The plan development included a robust public involvement process
- There has not been any public objection to this project
- Applicant is aware that they need to submit the page from the plan that identifies this project

8. Is the project an approved Safe Routes to School project?

- The project is a SRTS project
- The MnDOT SRTS Coordinator is aware of the project and supports the application
- The applicant understands that the MnDOT SRTS Coordinator will need to sign off on the TAP application

9. Is the projects primary function a transportation purpose?

“Transportation purpose” has been defined as primarily serving a commuting purpose and/or that connect two destination points; a facility may serve both a transportation purpose and a recreational purpose; a facility that connects people to recreational destinations may be considered to have a transportation purpose.

- The projects primary function is a transportation purpose*

RDO/MPO Comments:
